

SPRING CREEK CONDOMINIUM ASSOCIATION

Type of Architectural Request

- Satellite Dish (Example: Dish Network, etc.)
- Cable (Charter, etc.)
- AT & T (U-verse)

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ARCHITECTURAL REQUEST

UNIT OWNER CHECKLIST

1. Unit Owner obtains request form and documents from Property Manager.
2. Property Manager reviews and forwards original to Architectural Chair.
3. Architectural Chair inspects area of change/addition.
4. If change/addition is approved, original forms and documents are given to Unit Owner. Approved Architectural Request changes/additions must be completed within 90 days of approval date. After 90 days, the Architectural Request forms are void and must be resubmitted for new approval.
5. Unit Owner proceeds with work. Unit Owner is responsible for hauling off debris. Old deck materials, storm doors, satellite dishes or other items removed are not to be placed in dumpsters.
6. Upon completion of work, Unit Owner signs documents, has contractor sign the document and returns original packet to Property Manager.
7. Property Manager advises Architectural Chair that work is completed and gives packet to Architectural Chair.
8. Architectural Chair performs final inspection. If work is satisfactory, Architectural Chair signs packet and returns packet to Property Manager.
9. Property Manager processes final paperwork in office, sending originals of completed request back to Unit Owner. Copies are kept in the Unit Owner's file in the office.

In the event a request is denied, the Architectural Chair will return the request to the Property Manager. The Property Manager will advise the Unit Owner, in writing, that the request has been denied and also advise the Unit Owner that an appeal can be made to the Board. Copies are filed as above.

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ARCHITECTURAL REVISION/ADDITION FORM

PART 1 – APPLICATION AND REVIEW PROCESS

Unit Owner(s) _____ Date: _____

Unit Address: _____ Telephone: _____

Nature of Architectural Revision/Addition: _____

I have been advised that it is prudent to obtain a Mechanic's Lien from the contractor upon completion of the work.

Color (if applicable): _____ Dimensions: _____

Location: _____ Construction Material: _____

(Attach drawings, reference materials, copy of contract, photos of revision location, brochures, and any other necessary information.)

Supplier/Contractor: _____

Unit Owners must be in financial good standing to obtain an approved request.

FOR INTERNAL/BOARD USE ONLY:

Date Received: _____ Received by: _____

Authorized Work: Date: _____ Signature: _____

Inspected on: _____ Inspected by: _____

Approved on: _____ Disapproved on: _____

Reason for Disapproval: _____

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PART 2 – SATELLITE DISH DAMAGE REIMBURSEMENT

AND DISCLOSURE AGREEMENT

I/we accept full financial responsibility for any damage and/or repairs related to or caused by the satellite dish installation. This includes damage caused during the installation, any subsequent damage caused by the dish or its associated wiring, supports or other related equipment (such as the dish or wiring coming loose in a storm, causing damage to the Unit Owner's unit or any other unit or common element), and any damage or repairs associated with the removal of the dish and its equipment, or any damage done to any common element or unit by the contractor during a revision/addition.

I/we agree to acquire and maintain liability insurance covering Spring Creek Condominium Association for the dish, since the dish will be located on a common element.

In the event I/we sell the unit, I/we will disclose this Damage Reimbursement and Disclosure Agreement to the buyer(s). The buyer(s) must sign a Damage Reimbursement and Disclosure Agreement and provide it to the Board. Since this Disclosure Agreement is for a satellite dish, if a new agreement is not provided to the Board, the current Unit Owner will remove the satellite dish and its related equipment prior to the completion of the sale to the new buyer.

Name of Unit Owner (printed): _____

Signature of Unit Owner: _____

Date: _____

Name of Unit Owner (printed): _____

Signature of Unit Owner: _____

Date: _____

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RULES FOR EXTERIOR WIRING/CABLE AND SATELLITE TV INSTALLATIONS

It is the responsibility of the Unit Owner to assure that the installers follow these procedures. Failure to obtain required pre-approvals or to follow these guidelines may result in extra cost to the Unit Owner for rework, repairs or removal of the offending installation. The Unit Owner must submit a written proposal including the information listed below. If the proposal does not meet all of the requirements for exterior wiring/cabbling then the wiring/cabbling must be run totally inside of the unit. All costs associated with any wiring/cabbling modification, whether exterior or interior, are the sole responsibility of the Unit Owner. These rules apply to all exterior wiring/cabbling including, but not limited to, cable TV, telephone and satellite dishes. The Board highly recommends that a copy of these rules be given to the installer.

If additional information is needed, please contact the Property Manager at 314-839-9812.

1. Exterior wire/cable must be off-white or beige in color to blend in with the color of the siding.
2. All wire/cable must be securely fastened to the inner folds of the building.
3. The wire/cable line must be grounded inside the unit and not attached to any outside connections (such as a water faucet).
4. No excess wire/cable is to be fastened to the outside of the building or strung around the building in any fashion.
5. No wire/cable is to be left exposed on the ground. All ground wire/cable must be buried.
6. Any alteration or addition to existing wire/cable installations must be approved in writing by the Board.
7. Any wire/cable installation that will require penetration of the siding (except for any existing penetrations) must be approved in writing by the Board.
8. For penetrations of any vinyl sided building:
 - a. Oversized holes must be drilled in the siding for clamp screws.
 - b. The fasteners must not be over torqued. These are so the siding can move.
 - c. The area where holes are drilled must be caulked in a clear or the same color as the siding or any other area where building entry has taken place.
9. The precise location for the proposed installation. The dish may be installed on the fascia of a McBride building, on the roof of a conversion building, or with a ground installed rod/pole not attached to the building **only** (the office has photos of this third type). The final decision as to the location of the proposed dish will be subject to prior approval by the Board. The Board is available for consultation to determine an appropriate installation location, prior to installation.

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10. Size and weight of the dish. The standard is a dish twenty (20) inches maximum in diameter and fifteen (15) pounds maximum weight. Any request for a larger and/or heavier dish must be accompanied by a certified architectural drawing that provides information for any required structural support and secure fastening for such a larger or heavier dish. The Board reserves the right to reject any dish installation proposal based solely on the size and/or weight of the dish if it exceeds the above listed maximums.
11. The color and appearance of the proposed dish. The dish must conform to the aesthetic interests of the building.
12. The manner of installation (securing and wiring). The wiring must conform to the requirements for exterior wiring listed above. Routing and entrance points to the building must be specified.
13. Proof of liability insurance covering Spring Creek Condominium Association since the dish will be located on a common element. Include a signed declaration (see attached form) providing acceptance of financial responsibility for any damage and/or repairs related to or caused by the dish installation. This includes damage caused during the installation, any subsequent damage caused by the dish or its associated wiring, supports or other related equipment (such as the dish or wiring coming loose in a storm, causing damage to the Unit Owner's unit or any other unit or common element), and any damage or repairs associated with the removal of the dish and its equipment.
14. The identity and credentials of the installer.

ADDITIONAL RULES FOR SATELLITE DISHES

Federal law mandates the right of a Unit Owner to have satellite dish service with access for good reception. However, this right co-exists with legitimate safety, property and aesthetic interest of the Condominium as a whole. The following rules are designed to accommodate the Unit Owner's right to satellite reception with the Condominium Association's right to maintain control of external appearance. Having a satellite dish installed is a major architectural change to the appearance of the building. As such, the Unit Owner must submit a specific written proposal (Architectural Revision Form) including a drawing of the proposed installation with the information listed below and wait for the Board to review the proposal.

If the Resident is not the Unit Owner of the unit, the Unit Owner must make the request.

The Board may take up to sixty (60) days to reach a decision, in accordance with Article Fifteen, Subsection 12.1.c of the Condominium Association Restatement of Declaration.

If the Board rejects the proposed installation at the proposed site, the Board shall state the reasons for rejection and the Unit Owner shall have the right to submit a modified or corrected proposal.

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The Unit Owner, by signing this document, also agrees to advise a future purchaser of their unit as to their responsibility of the dish and its components as set forth above. (Please see Satellite Dish Damage Reimbursement and Disclosure Agreement on reverse side of Architectural Request.)

Name of Unit Owner (printed): _____

Signature of Unit Owner and Date: _____

Name of Contractor (printed): _____

Signature of Contractor and Date: _____

Architectural Chair Final Approval and Date: _____

Original form will to be retained by Property Manager for processing. Unit Owner will be forwarded a copy for their file after processing is completed. (Upon final completion Property Manager will return originals to Unit Owner.)

The Board may take up to sixty (60) days to reach a decision, in accordance with Article Fifteen, Subsection 12.1.c of the Condominium Association Restatement of Declaration.

Unit Owners must be in good financial standing with the Association to obtain an approved Architectural Request.