

HOME IMPROVEMENT: VARIANCE RULES AND PROCEDURES

The Master Deed and Arbor bylaws provide that homeowners who wish to make significant changes to their properties do so in a way that does not unduly threaten residents' safety and ensure that long-established community architectural standards are followed.

WHEN VARIANCES ARE REQUIRED

Please consult the Architectural Guidelines on page 25, above, for guidance prior to submitting a variance request.

Variations are required for *structural* modifications to the interior of units and any modifications to the *integrity or appearance* of units' exterior. With regard to exterior modifications, it is the Board of Director's responsibility to ensure that changes conform to the architectural standards of the community.

Interior. Examples of interior modifications that would require a variance include:

- Removing or altering a load-bearing wall.
- Removing a kitchen wall
- Attic conversion (for any purpose)
- Adding a bathroom.
- Installing pull-down stairs to the attic if it causes a beam to be cut.
- Significantly modifying electrical and plumbing systems.

In general, if the contemplated change affects the structure of the unit and could impact neighbors, *the owner should contact the Arbor Office and inquire whether a variance is needed.*

Exterior. Examples of exterior modifications requiring a variance include:

- Any interior modification that would require a breach to the *exterior* wall of a unit.
- Installation of the following types of door, French doors, Unit's front or rear door, or Unit's front or rear storm doors.
- Installation of windows.
- Installation of visible alarm systems.
- Installation of outside wires, pipes, condensate and refrigerant lines, radon vents, etc.
- Installation of an electrical outlet on the exterior wall.

- External changes to the patios

All owners are encouraged to call the Arbor Office if they have questions regarding Variance Requests.

Landscaping in the Common Areas. If an owner wishes to make permanent changes to the common area, including to the foundation bed near his or her unit or along the fence, then a variance must be requested. Under limited circumstances, a blanket variance to control the foundation bed near one's unit may be granted through the "Red Reflector Policy" found in **Appendix C**. Owners should contact the Arbor Office to discuss their plans and to gain guidance on what the Board can approve.

VARIANCE APPROVAL PROCESS

Homeowners planning to make modifications to their units should contact the Arbor Office to discuss their plans and determine whether a variance is required. The on-site manager will work with the homeowner to ensure that the request is clear and ready for submission.

To learn more about the Variance request process and guidelines, see Appendix E.