

## **D. ALTERATION POLICY - ADDITIONS, ALTERATIONS OR IMPROVEMENTS TO UNITS:**

The purpose of these guidelines is the preservation and enhancement of the integrity, value and beauty of the Bethel Grant Condominium Association. The following are intended to both conform to and accommodate special desires and needs of the Bethel Grant Condominium Association, while at the same time strive to maintain the architectural consistency and topographical harmony and uniformity originally intended.

As we do recognize that individual tastes and styles may change or slightly deviate from the original intended personality and character of the community, there is a need for the Board to establish uniform, guidelines and enforcement policies to implement architectural and Property use restrictions for Owners.

### **I. GENERAL RESTRICTIONS:**

**1.01** No Unit Owner shall make or permit any changes in the Unit or upon the COMMON ELEMENTS, which adversely affects the structural integrity of the Property.

**1.02** No Unit Owner may connect any machine, appliance, accessory or equipment to the heating, plumbing or electrical systems (e.g. permanent/semi-permanent generators) without the prior written township approval submitted to the board.

**1.03** No Unit Owner shall install, remove, reconstruct or repair any electric lighting, power circuit, electric outlet or internal device intended in such outlet box, or any item of heating or air condition equipment, any of which is located outside an interior partition of a Unit, unless application has been made to and written approval has been received from the Board.

**1.04** Any work requiring board approval must be performed by a licensed contractor meeting the requirements specified in these Rules & Regulations and any other requirements that the board or its manager may deem appropriate.

**1.05** All requests for improvements, modifications, addition or alteration that affect unit exterior or common ground must include the following:

- a. Written request for alterations
- b. Pictures or drawings of proposed item/items (e.g. window or door type and design)
- c. Written plan of exterior work if applicable (e.g. garden, patio, etc.)
- d. Certificate of insurance from contractor
- e. Addendum agreement or Special Easement Agreement as applicable

Forms for repair/alterations are available at the Association Web Site, [www.bethelgrant.com](http://www.bethelgrant.com).

## **II. EXECUTIVE BOARD REVIEW PROCEDURES:**

The Board shall review a Request for Alterations for all applications and shall include:

**2.01** Detailed plans in sufficient detail to adequately and fully disclose the proposed alteration. Application for permits shall be made by the Unit Owner at the Expense of the Unit Owner.

**2.02** A statement by the Unit Owner agreeing to expeditiously complete such alteration in accordance with the plans and specifications which have been approved by the Board and agreeing to pay the full cost of performing all such alterations.

**2.03** The Board may require a statement prepared at the Owner's expense from a qualified licensed professional that the proposed alterations will not adversely affect the integrity of the existing plumbing, HVAC, electrical or structural systems.

**2.04** The Board shall act upon a request for such consent in writing.

**a)** "**APPROVED**" meaning the Board has no major objection to the Proposal and construction may proceed as planned.

**b)** "**APPROVED AND NOTED**" meaning the Board has no major objection but that revisions are approved. No construction may begin until revisions are approved.

**c)** "**DISAPPROVED -RESUBMIT**" meaning there are either major items missing from the Request or violations of the Policy. No construction may begin until the request has been resubmitted and approved.

**d)** Any work approved by the Board of Directors must be completed within ninety (90) days of the approval date as transmitted to the Homeowner. If work is not completed within ninety (90) days of approval, the Homeowner must resubmit the request and the Board of Directors must re-approve the Owners request.

## **III. CONTRACTOR REQUIREMENTS**

Contractors engaged to perform work on approved Requests for Alterations shall:

**3.01** Furnish the Association before commencing work with certification of insurance from his insurance carrier specifying the following coverage:

**a)** Workman's Compensation Policy -Statutory Limits

**b)** Comprehensive General Liability \$ 1,000,000 covering:

Bodily Injury/Property Damage  
Personal Injury  
Products/Completed Operations  
Board From Property Damage

- c) Auto Liability  
Bodily Injury/Property Damage \$ 500,000.00

**3.02** Agree to be indemnify and save harmless the Association and its Management Agent against loss or expense by reason of liability imposed by laws upon the Association and its Management Agent for damages because of bodily injuries, including death at any time resulting therefrom, sustained by any person or persons, and injury to or destruction of Property caused by accident, due to any act or omission of the Contractor.

**3.03** Agree to be responsible for loss or damage to material, tools, or appliances of the Contractor to be used in the construction, caused by water, wind, acts of God, theft or other cause. The Association shall not be responsible for any loss or damage to plans and/or tools or equipment of the Contractor through fire or lightning or any other cause. Contractor shall be responsible for loss or damage due to his employees or suppliers damaging the work of the Contractor or their contractors, sub-contractors or suppliers.

**3.04** Agree to abide by the Declaration of Covenants and Restriction and Regulations of Bethel Grant HOA, the Rules of the Association and such other requirements made applicable to the specific alteration or alterations.

#### **IV. MUNICIPAL AND TOWNSHIP APPROVALS**

The Township has its own regulations that may require permits. Certain request may be subject to regulation/permit. Approval of any project by the Board does not waive the necessity of obtaining the required township permits. Obtaining a township permit does not waive the need for Board approval. The Board will not knowingly approve a project that is in violation of the Township Building or Zoning Codes.

#### **E. EXTERIOR WINDOWS, SCREEN DOORS, WINDOWS AND TRIM REPLACEMENT:**

##### **Replacement of Windows:**

Windows being replaced may be either white or brown. If windows are to be replaced in the front or rear of the Unit then all windows, inclusive of sliding doors, on that side must either be replaced with the same color windows or painted to match.

##### **Front and Back Doors:**

Replacement of front and back doors may only be of the following approved "paint" colors:

- Finnaren & Haley “JamesTown Red”
- MAB “Bootmaker Brown” MAB 2472

\*\* Paint manufacturer Finnaren & Haley, MAB or equivalent

Screen doors, front and rear, must be brown or white.

**F. PATIO ADDENDUM TO SPECIAL EASEMENT AGREEMENT:**

The township has given zoning approval for patios at Bethel Grant. In addition to any requirements set forth by the township, the following rules apply:

1. The total size of any patio addition will not exceed 96 square feet (concrete or brick). Examples: 8’ X 12”, 5’ X 19’, 4’ X 24’, etc.
2. The unit owner must have plans approved by Bethel Grant Council.
3. The unit owner must request a permit from Worcester Township office for the plans after receiving Council approval.
4. The unit owner must sign a limited domain letter.
5. Council must have a copy of contractor’s and subcontractor’s insurance.
6. Concrete trucks and any other vehicles are not permitted on the lawn area.
7. The unit owner, or authorized agent, must contact all utility and service companies, i.e., PECO, Comcast, etc., for marking of underground cables, conduit, or piping.
8. Any damage to TV cable, electric lines, drainage pipe, sewer pipe, water lines or any other utility’s service lines or equipment, or to Bethel Grant’s common element is the sole financial responsibility of the unit owner.
9. All drainage pipes under patios must be schedule 40 or better. If the existing pipe is not schedule 40 or better, it must be replaced at the owner’s expense.
10. The unit owner is responsible for all repairs to lawn area.

11. The unit owner may, at his/her own expense, have plantings around the finished patios. Plantings must be approved by Council and be maintained by the unit owner at a height of less than 4 feet.

**G. BRICK PAVER PATIO SPECIFICATIONS:**

1. Excavate to a depth of 7" (to align horizontal plane of pavers with patio plane as necessary).
2. Compact soil after excavation.
3. Install 2" of "modified stone" and compact.
4. Install additional 2" of modified stone and compact.
5. Install 1" of sand (concrete sand) over modified stone and level.
6. For edge of patio area that are not against a permanent structure.
  - a. Install a barrier edge (plastic or other approved material) fastened in the ground with stake spikes 8" in length and every 18" apart.
7. Install patio pavers (W3 15/16", L7 7/8", H2 3/8"), Color approval by Board.
8. Broom to fill joints with sand.
9. Compact pavers with at least two passes of compacting machine.
10. Where Owners' able, brick may be installed on existing concrete patio at Owner's expense. Subject to feasibility and approval of this option by Board of Directors in the architectural request
11. Patios must be installed by a licensed and insured contractor.

**H. CABLE TV INSTALLATION:**

The following is the allowed specifications for installation of Cable Television wiring at Bethel Grant.

1. All cables must enter the Unit from the rear.
2. All cabling must be run in to the basement behind the H.V.A.C. unit.

3. All cabling must be fished through the inside of the Unit.
4. There is no exception, which would allow cabling to be run on the outside face of the building.

**I. SATELLITE DISH:**

1. No sending or receiving dish which is visible from the exterior of the unit without prior written consent of BGHA.
2. All approved dishes will be 1 meter or less in diameter.
3. Top of all installed dishes will be no higher than 4 feet.
4. All cables or wires attached to an installed dish will be buried. No cables are permitted to be exposed on the exterior of the building.
5. Dish must be painted to match stucco color.
6. Dish must be installed on post / (not attached to Building or Decks) with shrubbery to hide post.
7. Any deviation to the items 1, 2, 3, 4, 5, or 6 must be specifically approved by the Board.
8. Satellite dishes must be removed upon the following occurrence: Owner moves from the Unit or satellite dish is no longer in use.

**J. RADON POLICY:**

1. Radon systems must be installed in proximity to the Unit air-conditioner system at the rear of the Unit.
2. The units fan system must be installed as close to ground level as possible and be painted to approximate the building exterior color.
3. The vent pipe for the Unit must match the color of the building rain gutters and downspouts.