**Winfield Arms**

**Architectural Control Guidelines**

**1.** **Remodeling** **and** **Renovation**

1. Common Area Alterations: No work of any kind shall be done on the exterior of the Winfield or on the General Common Elements or Limited Common Elements by any Owner without the prior written permission of the Board.

1. Unit Alterations or Improvements: An Owner shall not make structural modifications, alterations or improvements (together, “*Improvements*”) to his or her Unit or installations located therein without the prior written permission of the Board, acting through the Managing Agent. Requests for Improvements must be in writing to the Managing Agent and include: a scope of work, drawings, contractor’s license, the City building permit, payment of the applicable Remodel Fee, as defined below, and a letter from either the Owner’s or the contractor’s insurance carrier. All Improvements shall be made in strict compliance with any applicable building codes imposed by the City, in addition to these R&Rs and any specifications adopted by the Board to ensure compliance with these R&Rs.

1. Remodel Fee: All proposed Improvements requested by an Owner shall require the payment to the Association of a one time, non-refundable remodel fee intended to compensate and reimburse the Association for wear and tear and inadvertent damage to General Common Elements that may be caused by the Owner or her or her contractor or sub-contractors (“*Remodel* *Fee*”). The Remodel Fee, which shall be paid to the Association as a condition to the Board’s approval of any Improvement, shall be: $500.00 for Improvements that require a permit from the City (“*Permit*”); or $250.00 for Improvements that do not require a Permit. Notwithstanding the Remodel Fee, the Owner conducting Improvements shall be liable to the Association for any damage to General or Limited Common Elements caused by the Owner or his or her contractor or sub-contractor.

1. Permits: An Owner shall not make any Improvements to his/her Unit without first obtaining a Permit, if required. Any such Improvements requiring a Permit and undertaken without prominently displaying the Permit will authorize the Board the right inspect for itself or invite inspection by the City’s Building Department.

1. Insurance: A letter from either the Owner’s or the contractor’s insurance carrier holding the Association harmless for any damages and/or personal injuries that may result during such Improvements and naming the Association as an additional insured for the duration of the project, may be required by the Board. Failure to comply shall result in the assessment of fines to the Owner in the sole discretion of the Board.

1. Electrical and Telecommunications: No Resident shall install wiring for electrical or telephone installation or for any other purpose, nor shall any television/radio antennae or satellite dishes or machines or air conditioning units be installed on the exterior of the Winfield or protrude through the walls or the roof of the Winfield, except as may be expressly authorized in writing by the Board.

1. Pop-Outs: Installation of pop-outs for Units located on the third floor is permitted with Board approval (“*Pop-Outs*”), and only in conformity with the Winfield Arms Condominium Association Roof Pop-Out Installation Policy (“*Pop* *Out* *Policy*”), and, according to specifications, approved by the Board and on file in the office of the Managing Agent. A copy of the Pop Out Policy is available for inspection at [www.winfieldarms.org.](http://www.winfieldarms.org/)

1. Hardwood Floors: Installation of hardwood or other hard surface floors are permitted; however, such floors should be placed on an underlayment with an STC (sound transmission class) rating of 71 or greater, in addition to any other underlayment required by the Board. Any violation of this requirement shall require the removal of the floor and the installation of the required underlayment, at the sole cost and expense of the offending Owner.

**2.**  **Appliances**

1. Air Conditioners: The Association allows the installation of air conditioning units within individual Units, with Board approval, and based on criteria established by the Air Conditioner Implementation Policy, which is available for inspection at [www.windfieldarms.org.](http://www.windfieldarms.org/)

b. Washers and Dryers: Installation of washers and dryers is permitted with Board approval.