



# ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION

## Architectural Rules & Regulations

Adopted by Board of Directors

On

August 18, 1998

Revised: 01/15/02

Revised: 12/14/16

Note: These Rules and Regulations are effective the date of their issue and supersede all previously issued OVCA Architectural Rules and Regulations.

**FORWARD**

The development and preservation of a high quality of living, maintenance of architectural uniformity and stability of real estate values requires that certain reasonable rules, regulations and restrictions apply to all residents in Oronoque Village.

Many of the rules, regulations and restrictions are contained in the Declaration of Unit Ownership and By-laws to that Declaration that were included in the title documents provided to you at the time of purchase. Various Boards of Directors have adopted rules and restrictions

**REVISION RECORD**

The following revisions form a part of the  
ARCHITECTURAL RULES & REGULATIONS

	<u>TITLE</u>	<u>CURRENT REVISION</u>
SUBJECT:	ARCHITECTURAL RULES REGULATIONS & RESTRICTIONS	AC-SU-003 04/10/00
SECTION I	AUTHORIZATION- ORGANIZATION RESPONSIBILITY	AC-S1-003 12/14/16
SECTION II	APPLICATION FOR CHANGE	AC-S2-005 12/14/16
SECTION III	GUIDELINES	AC-S3-004 12/14/16

SECTION IV	CONSTRUCTION CODE	AC-S4-002 12/14/16
SECTION V	GENERAL STANDARDS & RESTRICTIONS	AC-S5-005 12/14/16
SECTION VI	ARCHITECTURAL VIOLATIONS	AC-S6-005 12/14/16
APPENDIX A	INDEX OF ARCHITECTURAL PROCEDURES & FORMS	AC-AA-004 12/14/16
APPENDIX B	INDEX OF ARCHITECTURAL STANDARDS	AC-AB-003 12/14/16
APPENDIX C	SPECIFICATIONS FOR INTERNAL UTILITY SERVICE	AC-AC-003 12/14/16
APPENDIX D	OVCA UNIT OWNER APPEAL PROCEDURE	AC-AD-002 01/15/02

# CONTENTS

SUBJECT: ARCHITECTURAL RULES, REGULATIONS & RESTRICTIONS

SECTION I AUTHORIZATION- ORGANIZATION RESPONSIBILITY

SECTION II APPLICATION FOR CHANGE

SECTION III GUIDELINES

SECTION IV CONSTRUCTION CODE

SECTION V GENERAL STANDARDS & RESTRICTIONS

SECTION VI ARCHITECTURAL VIOLATIONS

## APPENDICES

APPENDIX A INDEX OF ARCHITECTURAL STANDARDS

APPENDIX B INDEX OF ARCHITECTURAL STANDARDS

APPENDIX C SPECIFICATIONS FOR INTERNAL UTILITY SERVICE

APPENDIX D OVCA UNIT OWNER APPEAL PROCEDURE

**SUBJECT: Architectural Rules, Regulations, Restrictions**

Purpose: This document sets forth the Oronoque Village Condominium Association (OVCA) Architectural- Rules, Regulations & Restrictions

**No change to the exterior or to the internal structural integrity of the building, limited common elements or common elements shall be undertaken without written authorization from the Architectural Committee.**

## **SECTION I AUTHORIZATION- ORGANIZATION RESPONSIBILITY**

### **Architectural Committee (AC)**

- A. **Authorization:**  
Re: OVCA By-Laws – Article IV – Paragraph C  
There shall be an Architectural Committee
- B. **Organization:**  
1. The Committee shall consist of not less than five (5) or more than seven (7) unit owners as regular Members and two (2) as alternates (who shall vote only when a regular member is absent). All members shall be appointed by the President.
- C. **Responsibility:**  
1. The Architectural Committee is charged with maintaining reasonable architectural uniformity within the Village. The Committee shall endeavor to allow architectural changes within the Rules & Regulations set forth by the OVCA Board.  
2. The Committee is responsible to maintain conformance with established architectural standards and procedures to be met in the structural changes; any alterations(s) to the exterior of the unit or to any limited common element, and to do any work which will change the exterior appearance of the unit.  
3. The committee shall propose changes and additions to the original standards and procedures. Such standards will be published only after approval by the OVCA Board of Directors.
- D. **Policies and Practices:**  
1. Permanent changes made before consolidation of the Condominium Association (i.e. prior to August, 1978) cannot be ordered removed by the Committee.  
2. The above changes and any changes that do not conform to current standards do not establish precedence and shall not be used to justify similar changes.  
3. The AC's specific standards have been approved by the OVCA Board of Directors.  
4. Request for changes not specifically covered by the standards shall be decided by the AC.  
5. Installation, modification, and/or relocation of any internal element, which requires gas, electricity and/ or water, shall be in conformance with OVCA Standard for Internal Utility Service.  
6. If attempts to reach agreement with the AC are unsuccessful and the AC issues a negative decision, a unit owner may appeal that AC ruling to the OVCA Board. Any such appeal shall be in writing in accordance with the OVCA Unit Owner Appeal Procedure.

## SECTION II APPLICATION FOR CHANGE

### Purpose:

To provide the Unit Owner the mechanism to implement any change to a building or common area.

### Procedure:

#### A. Application for Change

Procedure for unit owner(s) making change(s) to the Interior or Exterior of their unit(s)

1. Prior to making an application for change(s), read and review the following sections of this document:
  - a. Overall Guidelines (Section III) to find out in general what is and what is not permitted.
  - b. Construction Code Section IV) to ensure that all proposed work will meet OVCA standards.
  - c. General Standards and Restrictions (Section V) for greater detail regarding the specific area (door, window, deck, etc.) to which a change is being requested.
  - d. Determine if there is a specific current OVCA Architectural Standard for the change being requested (There may be more than one option). These Standards are available at the OVCA Business Office.
  - e. Determine if the proposed change is permitted by the Town of Stratford.
2. The Unit Owner shall complete an Application for Change form and obtain authorization to make the change. The application shall include a complete and accurate drawing (to scale where appropriate) of the requested change showing all dimensions and distances from adjacent doors, windows, end-of-unit, etc. Drawing (floor plans and exterior views) of most unit types are available at the OVCA business office. Where applicable, these drawings shall be used to show the proposed changes being requested.

**Note: (Drawings that are incomplete or vague will be returned to the unit owner for clarification – thus delaying the authorization process.) When applying for a change that is covered by a specific OVCA Architectural Standard, attach a copy of that Standard to the application.**

The AC shall respond to any written request within 45 days after it is received (and logged in) at the OVCA office. Failure of the AC to do so should be brought to the attention of the Secretary of the OVCA Board of Directors in writing by the Unit Owner.

#### 3. Authorization to Start

Upon receipt of AC's Authorization for Change form, follow the instructions in the authorization letter.

The Unit Owner is then responsible for:

- a. Displaying the OVCA work permit in a window that is visible from the street.
- b. Obtaining any necessary building permit from the Town of Stratford before construction starts, unless the work is to be done by OV Maintenance Department or its subcontractors, in which case all necessary permits shall be obtained by the OV maintenance Department.
- c. Notification to the OVCA office at the start of work. The authorization for change will lapse if work is not commenced within twelve (12) months
- d. Agreement as to Payment method and time for all change work done by the OVCA Maintenance Department and its sub- contractors.

4. Completion

- a. Upon completion of all work, the unit owner shall send the Notice of Completion to the OVCA office.
- b. Upon receipt of the Notice of Completion, the OVCA shall inspect the work for compliance with the application. If everything is in order, OVCA will issue a Notice of Final Inspection and Approval of Change form.
- c. When the unit owner is required to obtain a Building Permit from the Town of Stratford, the Unit Owner is responsible to notify the Town of Stratford that construction or installation has been completed so that the Town of Stratford inspection for conformity may be made. A copy of the approval must be submitted to OVCA Maintenance.

B. Maintenance and Repairs:

Payment for maintenance and repairs of the authorized change(s) and any damage or deterioration caused by the change(s) shall be the responsibility of the unit owner and any subsequent unit owners.



### SECTION III GUIDELINES

Purpose:

To define alterations, additions, and/or changes for which prior written authorization from the OVCA is required. All authorized work must be performed by the OVCA Maintenance Department or by a contractor registered with the State of Connecticut.

Applicability:

- A. No deck, patio, balcony, terrace or other structure or change in landscaping, whether part of the unit, limited common element or common element shall be commenced, erected or maintained, nor shall any exterior addition to or change or alteration thereto be made until the plans and specifications showing the nature, kind, shape and height, materials, color and locations of the same have been submitted to and approved in writing by the AC.
- B. Structural changes inside the unit require prior written approval. Alterations (addition/modification) to any element within the unit which may affect the structure of the unit and/or protrudes through the unit side wall/roof (i.e. vents, fans, etc.) require prior written approval.

Requirements:

A. Unit Exterior

Including (but not limited to) new:

Lower level doors	Outside storm doors
Windows and storm doors	Window flower boxes and trellises
Porch screening	Air conditioner unit enclosures
Awnings over decks	Satellite dish mounting
Handicap ramps	Patios and entranceways
Skylights	Light fixtures and signage (including those for security)
Deck and associated steps	
Exhaust fans, louvers, antennas, and vents	

Replacement of any of the above items with a different type or style of unit.

B. Unit Interior

Including (but is not limited to):

1. Relocation/removal/installation of any structural wall. Alteration to any existing structural wall.
2. Removal of supporting pipe columns in lower level and reinforcement of carrying beams.

3. Alteration/modification/intrusion to the concrete floors/walls of the unit (i.e. garage/lower level).
4. Installation of gas fireplace or gas space heaters.
5. See “General Standards & Restrictions” section for basement ceilings (Section V, P , 2)

**(Note: Installation, modification, and/or relocation of any internal element which requires gas, electricity, and/or water shall be in conformance with OVCA Standards for Internal Utility Services.)**

## SECTION IV CONSTRUCTION CODE

### Purpose:

To define the requirements for contractors doing work on Oronoque Village Condominium units and common elements.

### Applicability:

- A. All contractors, who work on Oronoque Village Condominium units, shall be registered with the State of Connecticut.
- B. The contractor shall be required to examine any approved application for change before commencing any work.
- C. The contractor shall be advised that Stratford Building permits must be prominently displayed during construction. (Preferably immediately adjacent to the garage door.)

### Requirements:

The following general requirements apply:

- A. All work shall be done in a professional workman-like manner.
- B. All State and Local building codes apply.
- C. Contractors licensed by the State of Connecticut are required for plumbing, electrical, heating and ventilation work.
- D. Any structural changes require certification by a Registered Professional Engineer.
- E. All contractors shall be registered with the State of Connecticut, Department of Consumer Protection.

## SECTION V GENERAL STANDARDS & RESTRICTIONS

### Purpose:

To identify the general Architectural Standards and Restrictions.

### Change Implementation:

Any change described in Section III, "Guidelines", and/or any construction change to the outside envelope of condominium units shall be made by the OV Maintenance Department or by a contractor registered with the State of Connecticut.

### General Standards & Restrictions:

#### A. Additions and/or Relocations

Additions or relocation of door(s) or window(s) shall be considered. These changes shall not be so extensive that the overall appearance of the unit will be significantly changed.

#### B. Exterior Doors:

Refer to OVCA Architectural Standards for Upper Level and Lower Level Doors.

1. Changes to upper level doors are permitted. See OVCA Standard
2. Lower level doors can either be hinged or sliding.
3. New lower level doors on the same side of the building when practical shall be compatible (match) with the roof-mates' existing approved lower level door, if one exists.
4. Kickplates shall be the same color as the door
5. Installation of new and/or replacement lower level doors, including their maintenance and/or repair, shall be done by the OVCA Maintenance Department or by a contractor registered with that department in strict accordance with the OVCA standard. If the work is done by the OVCA Maintenance Department, it shall provide, prior to start of construction, maintenance or repair, an estimate of cost to be paid by the unit owner.

#### C. Outside Storm Doors:

Refer to OVCA Architectural Standard for Outside Storm Doors.

#### D. Windows:

Refer to OVCA Architectural Standard for New and Replacement Windows.

E. Decks:

Refer to OVCA Architectural Standard for Deck Additions.

1. Construction

- a. New, replacement or enlargement deck construction, repair and/or maintenance shall be done by the Oronoque Village Condominium Association Maintenance Department or a contractor registered with the State of Connecticut in accordance with the standard.
- b. The Oronoque Village Maintenance Department shall provide, prior to start of construction, an estimate of cost to be paid by the unit owner.
- c. Enclosing decks and/or adding or enlarging roofs over decks is prohibited.

2. Enlarged or Second Decks

- a. Design and color of any new structure shall conform to the rest of the building. The cost of any new required gutters shall be paid by the unit owner.
- b. Standard size original decks  
(Defined as only those decks shown on the original Oronoque Village unit diagrams)

These decks may only be enlarged as follows:

1.
  - a. Deck enlargements involving an increase in depth of four feet (4') or less from the original standard deck depth dimension will be considered.
  - b. Increase in width dimensions, the structure steps, if any, shall be limited up to three feet (3') on each side. If unable to extend three feet (3') on each side, deck may be extended up to six feet (6') on one side. In either case the sides of the structure including any steps must be set back at least one foot (1') from the building corners.
2. Wolcott, Cooper and Dickinson may be expanded as follows:
  - a. An increase in depth of six feet (6') or less from the original standard deck depth dimension for these types of units.
  - b. Alternatively, these decks may be expanded in strict conformance with the OVCA standards for expansion of these types of decks. Where these type decks are located in close proximity to each other, they may be expanded individually.

3. No subsequent enlargements beyond those listed above are permitted.

- c. Second decks (defined as any deck not shown on original condo unit diagrams). These decks including steps, if any, shall only be permitted within the rectangular foot print of the unit's building walls, set back at least one foot (1') from the corners of the adjacent walls. Previously constructed second decks within this location may not be enlarged beyond the limits set forth in this paragraph. Previously constructed second decks in other locations may not be enlarged. Additional decks beyond a second one are not permitted.

3. Shape

Decks shall be rectangular in shape. Triangular decks are prohibited. Deck corners may be biased to accommodate existing walkways.

4. Location

- a. Enlargement of an existing deck or installation of a new deck may require survey of neighborhood reaction. The AC shall consider impact on neighbors in accepting or rejecting the requested change.
- b. Walkways shall be relocated to create a minimum eighteen inch (18”) space for shrubs between the perimeter of the new or enlarged deck and any walkway where appropriate. Unit owners are responsible for the cost of walkway relocation and any new shrubs.

5. Deck Steps

- a. Deck steps shall be considered only when the deck floor at the stairs proposed location is three feet (3’) or less above grade. Note: this restriction does not apply to decks at the front entryway.
- b. Approval of deck steps does not constitute approval of any new paved walks or walk extensions.

6. Deck Screening (Porch Area)

Refer to OVCA Architectural Standards for Deck Screening.

- a. Porch screens shall be considered only where the deck is located under the original roofline and lies entirely within lines connecting the building structure. (i.e. Wolcott, Cooper and some Peabody models).
- b. Deck roofing is prohibited. This includes the placement of any “temporary” enclosures on unit decks for more than twelve (12) hours.
- c. Screen type enclosures will be considered.

7. Foundation Screening

- a. Screening of the open areas under decks over three feet (3’) is required and shall be accomplished with plantings.
- b. Enclosures of the open areas under decks of any kind is not permitted.

8. Outdoor cooking grills may be stored under decks where existing deck height permits.

**Note: All fire in the grill must be out and the grill cold before being so stored. Storage of any other kind under decks is prohibited.**

F. Walkways at Lower Entrance

Refer to OVCA Architectural Standard for Lower Entrance.

1. Installation and maintenance of lower entrance walkways is permitted in strict conformance with the referenced standard.

G. Ground Level Patios

Refer to OVCA Architectural Standard for Ground Level Patio

- a. Ground Level Patios shall be limited to those areas where a deck cannot be properly constructed at a particular location.
- b. New and/or replacement Patios their construction, repair and/or maintenance shall be done by the OVCA Maintenance Department or by a contractor registered with the State of Connecticut.
- c. If the work is done by the OVCA Maintenance Department, it shall provide, prior to the start of construction, an estimate of cost to be paid by the unit owner.
- d. OVCA may remove existing patios, which have deteriorated so as to constitute a hazard, become an eyesore or were constructed without proper authorization. The area will then be restored at the Unit Owner's expense.

#### H. Flower Boxes and Trellises

1. Approved-type flower boxes may be installed under windows. The flower boxes shall be removable and painted to match siding or trim color of the unit. Refer to OVCA Standard
2. Trellises may be installed and painted to match siding color of the unit. Growing of vines or plants directly attached to the unit siding is prohibited.
3. Trellises and window boxes must be removed by unit owner for periodic painting or other condominium maintenance.

#### I. Outside Air Conditioner (AC) Units

1. Relocation of outside air conditioner condensing units will be considered subject to noise/visual impacts on neighbors.
2. All wiring and piping servicing an outside AC unit shall enter the building directly behind the AC unit.
3. Temporary winter covers for AC units are permitted.
4. Air conditioner/condensing units of any kind may be masked using natural plantings or other approved enclosures.

#### J. Awnings

Refer to OVCA Architectural Standard for Deck Awnings

1. Awnings over decks (only) will be considered.
2. Awnings over windows or entrance doors will be considered when necessary.

#### K. Roof Skylights:

Refer to OVCA Architectural Standard for Roof Skylights.

1. Roof skylights will be considered in certain locations.

L. Garage or Lower Door Fixed Canopies

1. Garage or lower door fixed canopies will be considered.
2. In the case of adjoining garages, both unit owners must agree to install.
3. Construction must conform to existing building design and roof finish. Depth shall not exceed thirty-six inches (36") or be in line with the building overhang.
4. Fixed canopies shall not be directly attached to the building structure (not cedar siding) and have metal flashing at top.
5. Construction shall be done by the Oronoque Village Maintenance Department or a contractor registered with the State of Connecticut.
6. The Oronoque Village Maintenance Department shall provide, prior to the start of construction, an estimate of all costs to be paid by the unit owner.

M. Roof Gutters

Refer to OVCA Architectural Standard for Roof Gutters

1. Roof gutters will be installed, where deemed necessary, and subsequently maintained by the OVCA Maintenance Department. (see "Decks" for exception)

N. Exhausts

1. Small (4") exhausts through exterior sidewalls will be considered for basement baths and dryers. They shall be placed in a suitable location and conform to unit color code.
2. Kitchen hood exhaust ducts shall be installed in one of the two approved method noted herein. The duct size for both methods shall be suitable for the size of the fan selected.
  - a. Vertically through the ceiling, attic space and roof
  - b. Horizontally through an exterior wall immediately behind the hood and/or cooking range in the kitchen

The sheet metal exhaust duct shall, in method 1 above, pierce the roof and terminate with a weatherproof dampered device suitable for a sloped roof, and flashed into the roof shingles (suitable for a sloped roof).

In method 2 above, the rectangular discharge duct shall penetrate the outer wall and terminate in a metal rain hood, with backdraft damper, suitable for mounting in vertical walls. The wall penetration shall be suitably caulked watertight.

The termination devices shall be low profile and painted black for the roof-mounted unit, and painted the same color as the siding for the wall mounted unit.

3. Living area-to-attic fans will be considered. No other attic exhaust fans are permitted.



4. Other intake or exhaust vents through the building's exterior walls are prohibited.

#### O. Satellite Dishes

Refer to OVCA Architectural Standard for Satellite Dishes

1. Satellite Dishes conforming to Federal government Regulations will be permitted.
2. Unit owner agrees to assume all future maintenance and direct and/or contingent liability arising from the installation.
3. Satellite dishes shall be inconspicuous in color (black or gray) and preferably no larger than 20 inches in diameter.

**Note: Unit Owners are advised to have their satellite dish installation contractor verify acceptable line of site to the satellite from the proposed site of the dish antenna before applying for the installation.**

#### P. Miscellaneous

1. Nameplates, Unit Numbers & Any Outside Displays or attachments to Unit Siding
  - a. Name plates or numbers five inches (5") or less in height and twenty-four (24") or less in length may be installed without written permission. Any other outside displays must be approved by AC.
  - b. Nothing else may be attached to the siding of units unless authorized by these regulations.
  - c. Items must be removed by owner when required for maintenance or painting of the unit.
2. Basement Ceilings
  - a. All basement ceilings are to be constructed with removable panels in a ceiling grid. This allows complete accessibility to all areas above the ceilings for any required mechanical or electrical maintenance repairs.  
Installation of grid ceilings shall allow adequate space around utilities and ductwork so that ceiling panels can be removed allowing mechanics to work.
  - b. Installation of drywall in the ceiling areas is permissible if the appropriate NFPA fire-rated access panels are included in the installation to allow accessibility to the mechanical and electrical systems.
  - c. The unit owner is responsible for the cost for opening and repairing the ceiling area in the event OVCA personnel requires access to the common service.
3. Flag Poles
  - a. One small flagpole (6 feet or less) may be attached to unit walls with suitable brackets without approval.
  - b. "Flags" are limited to the United States of America and the Connecticut State flag or temporary seasonal banners. Flags or banners shall not be draped or displayed on the unit in any other manner.
  - c. Erection of ground-mounted flagpoles on common areas is prohibited.

4. Planting of Additional Foundation Shrubbery or Border Flowers:
  - a. No approval is needed for small border, foundation or “lamp post” plantings. (Owner is responsible for any damage to utility services and ongoing maintenance and removal).
  - b. Approval is needed from the AC for any planting other than the above
  - c. Additional shrubbery and or plantings shall not encroach into common area.
  - d. Birdbaths may be located in foundation planting areas.
5. Outdoor Furniture
  - a. Outdoor furniture (chairs, tables, benches, umbrellas, etc.) shall not be left on common areas for over twelve (12) hours. Outdoor furniture shall be stored inside after each use.

Q. Prohibitions & Miscellaneous

1. Nothing shall be hung or displayed or exposed on the outside of any unit or outside any window or door that would detract from the appearance of the unit or be in the nature of nuisance (i.e., laundry, rugs, etc. exposed on deck rails, at windows, etc.).
2. Unit owners shall not paint, stain, or otherwise change the color of the exterior of any structure in the Village.
3. Erection of external TV or radio antennas is prohibited.
4. Erection of buildings, fences, walls or any outside structures is prohibited.
5. Outside shutters are prohibited.
6. Installations of new walks is prohibited without AC approval.
7. Plastic sheeting on any exterior surface of a unit is prohibited.
8. Enclosures around rubbish containers are not allowed.
9. The use or storage of cooking grills of any kind are not permitted on decks or porches.
10. Propane tanks shall not be stored inside a unit or on a deck or porch. (Violation of Fire Code).
11. Entrance flood or spotlights will be considered subject to approval of design, location, intensity, number of fixtures and impact on neighbors and traffic.
12. Installation of stairs to the attic (common) area is prohibited.  
Storage of any kind in the attic (common) area is prohibited.
13. Statuary is not permitted in the common area.

## SECTION VI ARCHITECTURAL VIOLATIONS

### Purpose:

To establish the requirements and procedure for corrective action for violations of Architectural rules, regulations and/or restrictions.

### Authority:

The Condominium Association (OVCA) can require unit owners to remove, at the owner's expense, and to restore to its original condition any change which has been made or commenced, that:

1. Does not have written authorization from the AC.
2. Has not been approved by an OVCA Procedure.
3. Does not conform to OVCA Standards.

### Penalties:

The OVCA Board of Directors may impose a fine on a unit owner who fails to correct a violation within 30 days after written notification that a violation exists.

1. The Board may fine the unit owner up to \$50.00 a day until the violation is corrected.
2. The Board may place a lien on the unit if the fine is not paid.

### Procedure:

The following procedure shall be utilized to obtain corrective action for violations of Architectural rules, regulations and/or restrictions:

#### A. Report of Violation

All violations shall be reported (in writing using the Report of Possible Violation form) to the OVCA business office.

Upon receipt of a reported violation, the Executive Manager shall:

1. Record the reported violation in the Violation Control File.

2. Investigate and evaluate the validity of the reported architectural rule, regulation and/or restriction that has been violated.
3. Determine the need to send a Notice of Violation to the unit owner, if deemed not to be a violation, it will be noted in the Violation Control Log and the complainant will be notified.

B. Notice of Violation

Should a Notice of Violation be required, the Executive Manager shall:

1. Issue the Notice of Violation
2. Make entry in the Violation Control file

C. Violation Corrected

If the violation is corrected, the Executive Manager shall:

1. Send a Notice of Conformance to the unit owner.
2. Close the Violation Control file on this case.

D. Violation Not Corrected

If the violation has not been corrected, the Executive Manager shall:

1. Notify the OVCA Board of the need to issue a Letter of Intent to Implement Fines on the unit owner until the violation is corrected.
2. Upon agreement, the OVCA Board shall request the Executive Manager to:
  - a. Issue a Letter of Intent to Implement Fines via certified mail.
  - b. Update the Architectural Violation Control file to reflect this action.
  - c. Check to determine if the violation has been corrected prior to the fining date.
  - d. If the violation has not been corrected, notify the OVCA Board to commence fine enforcement.

## APPENDIX A. INDEX OF STANDARD PROCEDURES and FORMS

Copies for use are available at the OVCA Business Office

Application for Change (form)

Authorization for Change (form)

Final “Notice of Completion (form)

Report of Possible Violation (form)

Procedure for Unit Owner Appeal (Appendix D)

Owner Appeal- Statement of OVCA Board Ruling (Appendix D)

Letter of Notice of Violation (to owner)

Letter of Intention to Implement Fines (to owner)

“Side view” Elevations of OVCA Unit Styles  
(Emerson, Thoreau, etc.) -- Available at the OVCA Business Office

## APPENDIX B INDEX OF ARCHITECTURAL STANDARDS

(Copies of individual standards are available at OVCA Business Office)

<b>Description</b>	<b>Issue Approved by OVCA</b>
1 Barbeque Grills	5/19/2009
2 Basement (Lower Level) Ceilings	5/14/2013
3 BBQ Grill Pad (Canceled)	10/10/2007
4 Birdfeeders	6/27/2011
5 Deck Additions	3/19/2013
6 Deck Awnings	9/17/2014
7 Direct Vent Gas Fireplace Guidelines	5/14/2013
8 Door -French Patio	12/9/2013
9 Door -Lower Level	11/11/2015
10 Door -Outside Storm	6/13/2015
11 Door -Upper Level	12/15/2015
12 Edging (Maintenance Recommendation)	No board approval
13 Exhausts	5/14/2013
14 Fixed Canopies -Garage or Lower Level Door	1/15/2002
15 Flower Boxes -Window	5/14/2013
16 Ground Cover and Shrubbery	4/18/2005
17 High Efficiency Furnaces	5/14/2013
18 Holiday Decoration	Refer to OVCA Minutes
19 Internal Utility Services	5/14/2013
20 Landscape Guidelines	5/18/2010
21 Patios -Ground Level	5/13/2013
22 Porch Screens	5/14/2013
23 Roof -Gutters and Leaders	5/14/2013
24 Roof -Skylights	7/19/1996
25 Satellite Dish Antenna	3/28/2006
26 Stand by Generators	1/1/2013
27 Statuary and Garden Ornaments	Refer to OVCA Minutes
28 Sun Tunnels	10/19/2010
29 Trees and Shrubs	4/18/2005
30 Walkways -Lower Entrance	2/16/1999

31 Windows -Clerestory

7/8/2004  
Revision: AC-AB-003  
Effective: 12/14/16

32 Windows -New and Replacement

5/9/2022

33 Wolcott Garden Shed

12/10/2015

## APPENDIX C STANDARD FOR INTERNAL UTILITY SERVICE

### Purpose:

To define the requirements for Internal Utility Services

### Applicability:

Installation, modification, and/or relocation of any internal element which requires gas, electric and/or sewer requires notification of Internal Alterations to the Oronoque Village Business Office prior to start of work.

**Note: This standard does not apply to minor maintenance and/or repair such as repair/replacement of faucets, replacement of wall switches/outlets, replacement of door bell/chimes, etc.**

### Notification:

The Application for Change shall be provided to the Oronoque Village Business Office to:

1. File the Application for Change by Unit Number.
2. Maintain record(s) of changes for future reference.

The Application for Change form may be obtained from the OVCA Business Office.

The Application for Change must be completed and returned to the OVCA Business Office not less than three (3) business days prior to start of work.

### C. Requirements:

1. All utility service work, plumbing, electrical, heating and ventilation, shall meet the requirements of the Construction Code, Section IV, of these Architectural Rules and Regulations.

2. No connection shall be made into a common water, gas, electrical, sewer line, or neighbors lines, without written permission from the OVCA Maintenance Department.

3. Installation, modification, and / or relocation of any internal element shall have access panels to access common services, electric, gas, water, etc shut-off(s)

4. The owner is responsible for the cost for opening and repair of any internal area in the event OVCA require access to common service(s).



## APPENDIX D      OVCA UNIT OWNER APPEAL PROCEDURE

### Appeal Procedure:

An OVCA Unit Owner who wishes to appeal a decision (ruling) by the OVCA Architectural Committee (AC) shall utilize the following procedure:

#### Step I:

- A. The Unit Owner shall file appeal in writing within one (1) month of the postmarked date of the AC notification to the Owner of its ruling.
- B. The Unit Owner may request, in writing, an extension to the filing date stating the reason for the need for the extension.
- C. The appeal shall state the specific reasons the AC decision (ruling) is being appealed.
- F. Appeals or Request for Extension received later than one (1) month of the AC's notification to the owner will not be considered.

#### Step II:

Upon receipt of the Unit Owner's appeal, the OVCA Business Office will send copies of the appeal documentation to the AC.

#### Step III:

The AC will review the appeal. If, the AC does not concur with the appeal, the AC will assemble a history of the application with the AC response, including pertinent documentation. The AC response and documentation shall be recorded in by the OVCA Business Office and copies sent to the OVCA Board members.

#### Step IV:

The OVCA Board will review the Unit Owner appeal in conjunction with the AC response.

In the event the OVCA Board requires additional information from either the Unit Owner or the AC, the OVCA Board will document its request.

Step V:

The Unit Owner and/or the AC will each provide a final response, if such action is necessary.

All responses from either Unit Owner or AC shall be in writing and shall be filed with the OVCA Business Office; copies sent to the OVCA Board, to the AC and to the Unit Owner.

Step VI:

The OVCA Board of Directors shall render its final decision at the next OVCA Board meeting, where the ruling will be recorded in the Minutes of the meeting.