

INSTRUCTIONS FOR APPROVAL TO INSTALL A WOODEN DECK.

The installation of a wooden deck must conform to the wooden deck specifications. Covenants Committee approval is required prior to the installation.

I. OBTAIN THE FOLLOWING DOCUMENTS FROM THE ASSOCIATION OFFICE:

- Covenants Application for Non-Routine Change.
- Specifications for installation of a wooden deck.

II. FILL OUT APPLICATION AND PROVIDE THE FOLLOWING INFORMATION:

- A. All deck dimensions, to include width, height and placement on your limited common element, including the distance from the building to the deck;
- B. For decks requiring ground contour; the degree of grading and where the water will drain (if underground drainage pipes are used, show where the outlet will be;
- C. The construction of the deck;
- D. The type of material to be used (i.e., type of wood and sealants);
- E. Estimated date of completion.

Failure to provide these details may cause your application to be disapproved.

III. Return your Covenants application and any exhibits or diagrams (if necessary) to the Association Office by Thursday prior to the monthly meeting. (Check your newsletter for deadlines).

IV. The Covenants Committee will review your application and if it complies with the specifications, they will refer it to the Association Staff to ensure that the proposal complies with engineering and architectural standards for the area. The Covenants Committee will notify you within 45 days after the meeting either approving or rejecting your application. Once you receive an approval letter, you can proceed with the work.

V. Please call the Covenants Administrator at 998-6315, if you have any questions and/or to ensure your application has been properly filled out. It is recommended that you attend the meeting to answer any questions the committee may have regarding your application. If you do not attend the meeting and questions arise, your application could be disapproved due to insufficient information.

SPECIFICATIONS FOR INSTALLATION OF A WOODEN DECK

A wooden deck may be installed only within the boundaries of the "Limited Common Element" assigned to the individual unit. The design and construction of the deck must comply with all wooden deck specifications and any additional specifications the Covenants Committee may require to meet aesthetic, safety and/or engineering standards. Covenants Committee approval is required prior to the installation of the patio. Please be aware that installing a wooden deck prior to Covenants Committee approval may cause the committee to order the removal of your wooden deck, at your expense, if it does not comply in all details with the specifications and requirements of the covenants approval.

I. HOLES FOR FOOTINGS

Any holes for footings or plantings must not interfere with underground utilities, therefore, you must have the utilities in your area located by "Miss Utility" prior to design and submission of your application.

II. DIMENSIONS OF DECK

The deck must be constructed as low to the ground as possible. This means that at its lowest height (ground level to top surface of deck) it should be no more than approximately 8" in height. Deck should be at least one foot away from building.

III. TYPE & COLOR OF WOOD

The deck must be made of pressure treated pine or redwood, in order to avoid termite infestation. Other woods will be considered on a case-by-case basis. Railroad ties are not permitted. The deck must be natural, weathered wood. Clear stains, penetrates and sealers are allowed.

IV. RAILINGS/OTHER STRUCTURES

Railings are only permitted where City code requires such. No other structures are permitted on the deck above ground level.

V. METAL HATCHES

The semi-circular metal hatches, which provide access to the crawl spaces beneath the building, may not be covered.

VI. FINISHING

On the three sides of the deck not abutting your unit, you must provide plantings. Band Boards may be used when plantings are not a viable option. Any hedges planted by the owner may not exceed five (5) feet in height at any time.

VII. FRAMING

It is suggested that the framing for the deck be done in 2, 3 or 4 sections, which are bolted together to facilitate removal and replacement should it become necessary.

VIII. CLEAN UP

The unit owner is responsible for making sure that all debris generated by the installation of the deck is removed upon completion of the patio.

IX. UNIT OWNER LIABILITIES

- A. Damage to the Common Element.
The unit owner is responsible for any and all damage that may occur to the Common Element due to his/her deck.
- B. Water Damage.
The unit owner is responsible for any and all damage that may occur to any building, unit (to include all furnishings), plantings, and common or limited common elements due to water or moisture damage caused by the installation of the deck. **Beware:** Water damage may occur from improper grading in instances where ground contours are required for deck installation.
- C. Deck Removal.
The Parkfairfax Condominium Association or its agents shall not be held liable for replacement of any wooden deck that must be removed or damaged in order to perform necessary work on the property other than in cases of gross negligence. Whenever possible, the Association Office will inform residents of any impending work that might affect their wooden deck.

The Association reserves the right to remove at any time any deck that is not properly installed or becomes a hazard to the common element as a whole.

PLEASE NOTE: You should allow 6-8 weeks for all application steps to be completed and inform your contractor (if applicable) of this processing time. Keep in mind that the Covenants Committee meets only once a month (check your newsletter for dates). An incomplete or incorrectly filled out

application will be disapproved and will delay the entire process another month. **The proposed work cannot begin prior to approval from the Covenants Committee.**