



Keeping the Community Informed

Procedure for making changes to exterior of units

Any unit owner wishing to make any changes or improvements to the exterior of their unit (e.g., new windows, doors, adding or modifying an existing patio) must comply with the following procedure:

Step 1: Submit a formal request in writing to your Condominium Board of Managers explaining the nature of the improvement or repair, including samples of materials, pictures, proposed vendor and any other pertinent information. In the case of patios, an illustration showing the basic shape of the proposed patio including all dimensions (elevation and grading as well) is required as well as the color, style and type of paver to be used.

NOTE: It is the unit owner's responsibility to ascertain whether a building permit is required and, if so, to provide a copy of the permit to the Condominium Board of Managers.

Step 2: If the nature of the work is approved by the Condominium Board of Managers, the Board will pass it on to Pondside's property manager for review, which might include suggesting or requiring already approved vendors.

Step 3: The property manager will then put it on the agenda for the next HOA Board of Directors' meeting for review and approval.

IMPORTANT: This procedure is mandated by the rules and regulations of the Condominium and the Bylaws of the Pondside Homeowners Association. Any unit owner failing to comply will be subject to remedial measures prescribed by the HOA Bylaws including compulsory restoration of the unit to the original state at the unit owner's expense, fines and other appropriate penalties.

HOA Board of Directors