

WOODCREEK VILLAGE CONDOMINIUMS

SKYLIGHT/SOLAR TUBE INSTALLATION PROCEDURE

In 2006 the Woodcreek Village (WCV) Board of Directors voted to allow the installation of skylights and solar tubes at owner expense. This regulates a practice that has already taken place with some unit owners without consultation with the Board. This document is to recognize this is occurring, set up guidelines for proper installation, assign future liability and codify this procedure.

In terms of procedure, all requests should be forwarded to the management company, who will then forward it to the Board for action and to the Building and Grounds Committee for review. The unit owner will be notified in writing of the decision of the Board and Committee.

The request for installation must be made in writing prior to installation using the attached form.

Given the above process, unit owners must plan ahead to allow for enough time for approval.

Any installation without written approval must be removed at the owner's or resident's expense.

Any installation in an improper location must be removed at the owner's or resident's expense. The proper location is defined as a location that will not structurally damage the roof. In addition, no unit owner can install more than four of the above devices on one unit roof.

Thank you for your cooperation.

10/18/06

INSTALLATION OF SKYLIGHT/SOLAR TUBE REQUEST FORM

DATE _____

UNIT OWNER/RESIDENT NAME _____

UNIT OWNER/RESIDENT ADDRESS _____

Please complete this form and return it to the management company for the Woodcreek Village Condominium complex to initiate approval of a skylight/solar tube installation. Your signature below indicates that you have read and agree to the following:

1. The skylight/solar tube will be professionally installed by _____ in a way that will not structurally damage the roof and will not install more than four devices on any one unit roof. Location of the devices are indicated on the attached form.
2. The unit owner/resident will be responsible for the repair of any damage to the roof caused by improper installation.
3. The unit owner/resident will be responsible for the maintenance and cost of maintenance after a written notice of failure to maintain.
4. The unit owner/resident agrees to absolve the WCV Association of any liability for damages if the installation of the skylight/solar tube must be altered or removed to maintain the common or limited common area or services to other members.
5. The unit owner/resident agrees that pertinent Association rules and regulations are accepted as part of this request.
6. The conditions of this agreement will be binding on all subsequent owners, residents, successors or assignees. Disclosure by the selling owner must be given to a prospective buyer prior to the sale of the unit. If the buyer is not willing to maintain the installation of the above devices the selling owner must return the improvement to its original condition or the cost will be paid by the seller and/or buyer.

Signature of Owner/Resident _____

Date _____

Approved By Board of Directors _____

Date _____

Approved by Building and Grounds Committee _____

Date _____

10/17/06

INSTALLATION OF SKYLIGHT/SOLAR TUBE REQUEST FORM

Location Diagram

Instructions

1. Draw in the location of chimney on the roof of your unit.
2. Draw in the roof line of your unit.
3. Draw in the location of the devices to be installed.
4. Submit this form with request form to Woodcreek Village Board of Directors for approval.
5. Wait for written approval before installation.

Back of Unit



Front of Unit (closest to street)