

**SADDLE RIDGE, A CONDOMINIUM
POLICY RESOLUTION
(Exterior Modifications)**

THIS POLICY RESOLUTION is adopted this 10th day of May, 2017, by the Board of Directors of Saddle Ridge, A Condominium, Inc. (the “Condominium”).

WHEREAS, the Condominium is a lawfully constituted condominium association and is governed by its Declaration and Bylaws, which are recorded among the land records of Montgomery County, Maryland in Liber 6583, Folio 052, et seq.; and

WHEREAS, Paragraph 8(b) of the Declaration, provides that Unit Owners shall not make any additions, alterations or improvements or change the appearance of the Common Elements or the exterior appearance of a Unit without the prior written consent of the Board of Directors; and

WHEREAS, the Board of Directors deems it necessary to establish further guidelines and procedures for Unit Owners desiring to make changes to the exterior of their Units and the Limited Common Elements appurtenant to their Units.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors, on behalf of the Condominium, duly adopts the following Exterior Modifications Procedures:

I. APPLICATION PROCEDURES

A. Owners wishing to make any additions, alterations, improvements or changes (“Modifications”) to the exterior of their units, or to the Limited Common Elements appurtenant to their Units must submit a completed Exterior Modification Application (the “Application”), a sample of which is attached hereto as Exhibit A, to the Board of Directors.

B. Each Modification must be specifically approved even if similar Modifications have been previously approved or are located within the Condominium.

C. Approval of any Modification by the Condominium does not waive the necessity of obtaining required governmental approvals, nor does obtaining a governmental permit waive the need for Association approval. The approval of the Association does not mean that the Modification complies with any applicable building or zoning codes.

D. In addition to the completed Application, the Unit Owner may submit any other supplemental materials, such as photographs, diagrams, and schematics that he or she deems would assist the Board of Directors in assessing the suitability of the Modification.

E. The completed Application, along with any supplemental materials, shall be submitted to the Condominium’s managing agent at the address noted on the bottom of the Application.

II. ADMINSTRATIVE PROCEDURES

A. The managing agent shall stamp the date that it receives the completed Application. If the Application is not complete, the managing agent will return the Application to the Unit Owner requesting that it be completed.

B. The Board of Directors shall review the Application at its next meeting, or as soon as practical thereafter. All Applications must be approved by the majority vote of the Board of Directors present at the meeting at which the Application is reviewed.

C. The Board's decision shall be based upon its determination of whether the proposed Modification conforms to the design concept for the community and is appropriate given its location in relation to surrounding structures and topography.

D. The managing agent shall inform the Unit Owner of the Board's decision. If the Board determines that it needs additional information to render a decision, then the managing agent shall convey this to the Unit Owner. If the Board determines that it needs to consult with an expert, such as an engineer or architect, the managing agent shall inform the Unit Owner and the unit owner shall be required to pay the cost incurred by the Board

E. Unless the Board grants a longer time frame, all Modifications be commenced within 6 months and completed within 1 year of the date of the Board's approval. The work may not deviate from the approved Application.

III. FURTHER REQUIREMENTS

A. Modifications to the Unit, such as, by way of example, but not limitation, new windows, exterior doors and shutters shall require the submission and approval by the Board of Directors of an Application.

B. Modifications to the Limited Common Elements appurtenant to the Unit, such as by way of example, but not limitation, the installation of a patio, deck or fence, shall require the submission and approval by the Board of Directors of an Applicaotn, but also the execution of a Maintenance Agreement, a sample of which is attached hereto as Exhibit B. The Maintenance Agreement shall be recorded among the County land records and shall be binding on the Unit and all Owners of the Unit. The cost to record the Maintenance Agreement shall be paid by the Unit Owner.

IV. REMEDIES

A. Should a Unit Owner fail to submit an Application for a Modification, fail to obtain approval for a Modification or fail to construct the Modification in conformance with the approved Application, the Modification shall be deemed in violation the Declaration and Bylaws and shall subject the Unit Owner to the enforcement remedies available under Maryland law and as set forth in the Declaration, Bylaws.

remove the Modification, levy a monetary fine against the violation Owner and/or file a lawsuit seeking a court order requiring the Unit Owner to remove the violating Modification. The prevailing party to any such litigation shall be responsible for costs and reasonable attorney's fees.

C. Prior to commencing any enforcement action, the Association shall comply with the notice and due process requirements set forth under Maryland law.

ATTEST:

Saddle Ridge, A Condominium

By: 

Secretary

By:  _____

President

This Exterior Alteration Policy Resolution shall become effective on June 1, 2017.