

Shadow Pines

Homeowners Association, Inc

Exterior Modification Specifications



Managed By:
Woodbridge Group-Management Division
P.O. Box 237
Pittsford, New York 14534
585-385-3331

June, 2020

Dear SP Homeowners,

It has been many years since any guidance papers related to the Variance Process were distributed. Many homeowners don't have copies and/or don't know these documents existed.

At its April 2020 meeting, the SPHA board appointed three members to review and update variance policy materials. Their work was reviewed by our management company and approved by the Board at its June 2020 meeting.

The Board is providing these "Variance Guidelines" (and one "Replacement Policy") to existing and future homeowners to provide clarity as we strive to maintain a consistent outside appearance.

Please note that if you anticipate making any change to the exterior of your townhouse, a completed variance form must be submitted to the Woodbridge Group for review and approved by the Board prior to the start of any work. If you are uncertain if a variance is required, please call the Woodbridge property manager for information. A copy of the form is enclosed for your reference.

Thanks go to Bill D'Anza, Jeanne Healy Burns and Peggy Willard for their work in updating and revising the variance policies enclosed.

Sincerely,

Shadow Pines Homeowners Association Board of Directors

Shadow Pines Homeowners Association, Inc.

c/o Woodbridge Group Management ♦ PO Box 237 ♦ Pittsford, NY 14534

Office : (585) 385-3331 ♦ Fax (585) 385-4693

Basement Egress Window Policy for Townhome Guidelines for Variance

A variance request must be submitted to the Woodbridge Group which will review and forward to the Shadow Pines Board for variance approval before installation of a basement egress window occurs.

- 1) Owner will submit a formal variance request form along with any support documents/brochures to the Property Manager for review and Board of Directors approval.
- 2) Work shall not start until variance is approved and Owner notified.
- 3) Contractor doing the work shall submit an Insurance Certificate for Liability and Workers Compensation naming the "Shadow Pines Homeowners Association, Inc.", and Woodbridge Group as additional insured's with the Association address as noted above.
- 4) Note - the work is taking place on property the Association has some responsibility for maintenance
- 5) A Town of Penfield building permit is required along with inspections and certificate of compliance upon completion.
- 6) Contractor/Owner may choose from available pre-formed plastic logs, preformed plastic walls, or masonry type retaining walls. A code complying step/ledge is required to exit the well in case of emergency.
- 7) A common utility stake out is required before digging any holes or moving earth.
- 8) Owner is responsible for any foundation block damage, leaks, utility movement.
- 9) A washed stone bottom of at least 10" depth is required for drainage and bottom grade elevation is to be at least 6" below the future window sill. If possible the well should have a drain connected to the footing drain system within the townhome or per town code.
- 10) The top of the well retaining wall should be above finished grade to prevent water intrusion.
- 11) The basement window must meet the applicable building code at the time of permit as to distance from the floor to bottom window sill opening, available width of window and vertical height of the opening for egress. The window must comply with current energy codes for thermal efficiency.
- 12) The building floor joist system above the cut out opening must be properly supported to span the newly created opening either with wood framing - headers and jack posts, or via a steel or laminated beam lintel and wood supports. Owner will take all future responsibility for any settlement in the building structure, windows cracking or binding, drywall damage or leakage in this area. The opening in the block foundation must allow for support framing as well as rough opening for the window.

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Exterior Door Replacement Guidelines for Variance

A variance request must be submitted to the Woodbridge Group which will review and forward to the Shadow Pines Board for variance approval before front exterior door replacement occurs. The owner should submit a variance for an entire new door system made of fiberglass to include sidelights currently part of the design, and include a manufacturer's brochure of the door style.

- The original exterior doors at Shadow Pines are steel insulated doors. Most front doors have a sidelight or pair of sidelights attached to the front door system.
- To replace a front door today requires that the entire door system including the frame, threshold, and sidelight/s be replaced as a single unit.
- Although the original steel doors are insulated and do not require a storm door, steel does expand and contract between cold and warm seasons creating the need for minor adjustments.
- Today almost all entry doors are made of a fiberglass skin, this includes the sidelights as well. Fiberglass is highly recommended as it paints well, does not rust, and requires less seasonal adjustment of lock sets and the door sweep at the bottom.
- A replacement door must be flat in appearance with no windows and brown in color, same as existing door. Shadow Pines will continue a policy of individual variances based on the owner's request. Switching to fiberglass material is highly encouraged. It is not realistic to just change a door panel due to the variety of frame styles and the worn gasket systems.

Never sign a contract or make a deposit until the Board has approved the variance request.

The above "standards" concerned with the consistent appearance of our community should be retained and consulted when considering a variance request related to the exterior of our homes. They have recently been reviewed by a committee of the Board.

Please note that the SPHA Board is striving for a standard appearance through the variance process but does not endorse any particular vendor or item. Where manufacturers are identified, it is for comparison. Less expensive options that comply with our outside appearance regulations are welcomed for consideration. The important thing is that the exterior "look" of our community remains reasonably uniform.

May 2020

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Garage Door Replacement Policy

- A variance request is NOT needed for garage door replacement.
- Door dimension is 18' x 7' in a flush profile (no raised panels), wood grain texture, steel material and insulated. Note: the 18' door is oversized. Therefore, do not purchase a single skin steel door because it is too flimsy.
- The door should be ordered in a sandstone or light brown color similar to our siding to aid custom painting in one coat. Owner must notify the Woodbridge office so door can be painted to match trim color.
- Doors replaced during a staining cycle will be painted at no charge. Doors replaced at other times require a special trip and will accrue a charge for the first painting.

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Emergency Generators Guidelines for Variance

A variance request must be submitted to the Woodbridge Group which will review and forward to the Shadow Pines Board for variance approval before installation of an emergency generator occurs.

- The request must include the manufacturer's specifications for the proposed unit, including: dimensions, certified sound ratings and manufacturer's installation instructions.
- The generator must be permanent, not portable.
- The generator must be powered by natural gas or diesel oil. Gasoline powered generators are not allowed for permanent installation due to town regulations and fuel storage limitations.
- Generators must be located at the rear of the unit and set level on a suitable foundation pad. Variance requests should include appropriate landscaping which is at the owner's expense. Minimum clearances between the generator and the unit walls must be in accordance with the manufacturer's Installation Instructions.
- The external Customer Connection Electric Panel must be mounted on the unit's masonry foundation wall, not on the unit's siding. If foundation wall mounting is not practical, a neat hole the size of the panel may be cut into the siding and the panel mounted on a piece of 3/4" exterior plywood inserted into the hole.
- Gas piping and electrical conduits must be buried, not run exposed on the building walls or run above grade. (Exception: above grade run outs may be used between the house and the generator if they do not exceed 36 inches in length.)
- The maximum noise rating of the generator at full load must not exceed 72 DBA at 7 meters (23 feet) from the generator. (This is the noise level of a typical air conditioning condensing unit.)
- A licensed electrician must install the electrical wiring and the Electrical Inspector must approve the installation.
- A licensed plumber (where required) must install the gas piping and the completed installation must be approved by the gas utility company.
- The installation must be in accordance with all Town Building Codes and Ordinances.

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Front Stoop Replacement Guidelines for Variance

A variance request must be submitted to the Woodbridge Group which will review and forward to the Shadow Pines Board for variance approval before front stoop replacement occurs.

- The request must include the manufacturer's specifications for the proposed tile/stone, including dimensions, materials, finishes and color. A sample of the material to be used must be submitted along with the variance request.
- If tile is to be used, it must be ADA (American with Disabilities Act) rated; the surface texture should be non-slip and rated for exterior freezing temperatures. Application of product must be slip resistant. In choosing a color, the application must be a close match to the siding color and blend with the brick. Application may be used over the existing concrete stoop.
- All edges of the new material must be capped and finished in appearance. Should this improvement change the elevation to the drive, owner must amend to meet the first step.
- Step height should be 7 3/4" to 8" rise and the rise must be consistent if more than one step is involved. Due to the application of surfacing materials, stoop area may result in added height and an adjustment to asphalt may be needed. Pitch must be considered to eliminate pooling on the stoop surface.
- Installation of proper flashing and sealant must be completed to protect the wood siding and prevent water damage to the unit. Any space between material and the wood kick plate should be caulked to fill any gap.

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(date)

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Outside Lighting Replacement Guidelines for Variance

A variance request must be submitted to the Woodbridge Group which will review and forward to the Shadow Pines Board for variance approval before outside lighting replacement occurs.

- Lighting should be the same or similar to the existing fixtures:

Manufacturer - Quoizel

Collection - Newbury

Category - Outdoor Wall Lighting

SKU - NY8316K

UPC - 611728009093

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Storm/Screen Door Replacement Guidelines for Variance

A variance request must be submitted to the Woodbridge Group which will review and forward to the Shadow Pines Board for variance approval before storm door replacement occurs.

Storm doors should be the same or similar in appearance to the Pro Via model 396-399 heavy duty aluminum storm door. Specifically, replacement should have:

- Rustic bronze baked enamel finish to match current doors
- Four brass bushing hinges or good quality full piano hinges
- Black or Bronze lever handle

If a roll screen/self storing style door is chosen it should be similar in appearance to other doors on the street.

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Exterior Window Replacement Guidelines for Variance

A variance request must be submitted to the Woodbridge Group which will review and forward to the Shadow Pines Board for variance approval before window replacement occurs.

- The request must include the manufacturer's specifications of the proposed casement windows; including dimensions, materials, finishes, color and manufacturer's window installation instructions.
- All window replacements are at the owner's expense.
- Replacement windows must be the same dimensions as the existing windows; the glass area must be equal to the glass area of the windows being replaced.
- In the event that a panel in the casement window needs replacing, it is possible that a replacement panel can be fastened into the casement operator of the existing window.
- Any damage to siding as well as re-staining any new materials to match is the responsibility of the homeowner.
- Any new window installation must have maintenance-free clad surfaces on the exterior and brown finish which matches as closely as possible the original product under replacement.
- Note the difference between a new construction window and a replacement window: replacement windows are inserted into the existing frame after the sash is removed and include a new frame plus small sash and the glass size will be 2-3 inches smaller or more. A new construction window will be a full removal and new window of the exact same size.

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