

WAVERLY ESTATE CONDOMINIUM ASSOCIATION INC.

ALTERATION REQUEST

MUST BE RECEIVED AND APPROVED BY THE BOARD, IN WRITING, BEFORE ANY WORK CAN BE DONE

Unit Owner					
Property address					
City/St/Zip	Holtsville, NY 11742				
Telephone #					
Email address					
Type of alteration (check all that apply) attach separate sheet if needed.	☐ Air conditioning/ heating unit replacement or installation ☐ Bathroom, kitchen, or laundry room renovation – (specify details of renovation including but not limited to plumbing and electrical alterations) ☐ Window replacement (indicate which rooms & quantity of windows being replaced) ☐ Storm door replacement ☐ Sliding door replacement ☐ Fence on deck or patio ☐ Fireplace installation ☐ Satellite dish placement ☐ Deck boards only/re-set pavers only ☐ Flower bed alteration (list plants) _____ ☐ Awning over patio/deck ☐ Storage shed on patio or deck ☐ Exterior Security camera – see strict guidelines on page 12 of this application ☐ Other interior alteration (please specify) _____ NEW DECK OR PATIO: This application cannot be used for the initial construction of a deck or patio to replace the original cement slab. Please contact management for this application.				
Unit owner's signature			Date		
CONTRACTOR INFORMATION					
Name & address of contractor					
Telephone #		HO License #		Email address	

- ☐ **Hold Harmless Agreement** – completed and signed by unit owner
☐ **Alteration Agreement** – signed and notarized by unit owner

UNIT OWNER MUST COMPLETE, SIGN AND RETURN THIS APPLICATION, PREFERABLY BY EMAIL OR IF MAILED, TO THE ADDRESS LISTED ABOVE.

EMAIL: waverlyestates@sbmsi.com

CONTRACTOR'S INSURANCE INFORMATION

The attached documentation must accompany this application. A sample certificate is attached.

- Insurance Certificate (must be obtained from the contractor, must include Waverly Estates as an additional insured and made out as follows)

Coverage: \$ 1,000,000.00 minimum amount of general liability coverage and worker's compensation

Holder: Waverly Estate Condominium Assoc., Inc.
c/o SBMSI
PO Box 893
Conway, SC 29528-0893

Description: Your name and property address

- **Suffolk County Home Improvement License**, if applicable **(including but not limited to plumbers and electricians)**

ALTERATION AGREEMENT

THIS AGREEMENT is made as of the _____ day of _____, 20____,
 by and between _____,
 residing at _____ **Unit owner's name(s) (hereinafter referred to as the Owner(s)** _____, Holtsville,
 NY 11742 **(property address)**

Referred to as the "the Unit" within **Waverly Estate Condominiums** the ("the Condominium") and the **Board of Managers of Waverly Estate Condominiums** (hereinafter referred to as "the Board", with a mailing address in c/o Small Business Management Solutions Inc., PO Box 893, Conway, SC 29528-0893.

WHEREAS the operation and management of the Condominium is vested in its Board of Managers; and

WHEREAS, in accordance with the governing documents of the Condominium, no structural or exterior alteration, addition or improvement may be made without the prior written consent of the Board; and

WHEREAS Owner's desire to install _____ on the
Type of alteration or addition

_____ of their unit; and
location of alteration or addition

WHEREAS the Board is willing to grant its consent to the Owners' application to install the requested alteration upon acceptance of the following:

NOW, THEREFORE, in consideration of the foregoing, the parties hereto do hereby agree as follows:

1. The Owners represent that the alteration will be installed/constructed strictly in accordance with the plans and specifications submitted to the Board,
2. The entire cost of the construction and/or installation of the alteration shall be borne by the Owners. Owners shall be solely responsible for complying with all municipal regulations including, but not limited to, obtaining and paying for, all permits, certificates, and things of like nature. Owners agree to provide the Condominium with copies of all permits and approvals promptly upon receipt of same. Any approval given by the Condominium is expressly made subject to Owners obtaining and delivering to the Condominium all such approvals. The Condominium shall have the right to rescind any prior approval in the event Owners violate the terms of this Section.
3. In the event Owners wish to store any materials and/or tools on the premises during construction, Owners agree to obtain the prior approval of the Board to do so. During construction/installation, Owners premises and the building shall be continuously kept in a neat manner. Owners shall be responsible for providing daily clean-up in the area in order that the area will be continuously kept free of any construction debris. In the event of any damage or destruction to the home or surrounding property or landscaping during construction/installation, Owners will notify the Board within twenty-four hours of the occurrence of any such damage and (ii) correct any such damage within three business days after it occurs, unless a longer period is approved by the Board.
4. Owners agree to maintain, repair and/or replace the alteration, and all appurtenances, in order that the alteration shall continuously be kept in a safe and attractive condition.

5. In the event the Board, in its sole discretion, determines that the Owners have failed to comply with the obligations set forth in paragraph 4 herein, the Owners agree to perform any items of repair, maintenance, reinstallation and/or replacement requested by the Board, provided that the Board gives the Owners thirty (30) days written notice to do so, sent by ordinary mail to the Owners at the address set forth above, or at any other address which shall be provided to the Board for the purpose of providing this notice. Should the Owners fail to perform the work required pursuant to the Board's request, and/or fail to perform the work to the Board's reasonable satisfaction, the Owners hereby authorize the Board to perform such work on the Owners' behalf and agree to pay and all expenses associated with such work within (30) days after being sent a bill there for. Any such expenses shall be billed as additional common charges pursuant to the By-Laws of the Condominium and in the event any such sums remain unpaid; the Board may take such action to collect the unpaid sums in the same manner as the collection of unpaid common charges.

6. Owners, jointly and severally, agree to indemnify and hold harmless Waverly Estate Condominiums, members of its Board of Managers, its agents, employees, and representatives from and against all losses, costs, or damages on account of injury to persons or property arising in connection with design, construction, use, maintenance, replacement and/or repair of the alteration, together with all attorneys' fees incurred by the Condominium because of any such claim. Owners shall be obligated to reimburse the Condominium as additional common charges for any legal fees incurred by the Board because of Owners' breach of this Agreement or the enforcement of its terms.

7. The Owners represent that the improvement for which approval is being sought is done at their own risk. Owners further understand and agree that the Condominium makes no promises or representations as to the safety or appropriateness of the work to be performed.

8. In the event of any conflict or inconsistency between this Agreement and any other document (including the By-Laws and/or Declaration of the Condominium), the terms of this Agreement shall be controlling.

9. The Condominium's permission to allow Owners to install the alteration is based upon the unique circumstances presented in Owners' application to the Condominium. The Agreement on the part of the Condominium to allow Owners to perform the installation shall not serve as any precedent for, or approval of, a similar installation by any other homeowner.

10. In the event the alteration must be moved, removed, destroyed (in whole or in part) or altered by the Condominium to perform any item of maintenance, repair, or replacement to the common areas and/or another home, the Condominium shall not be obligated to repair or restore the alteration. The Condominium's sole responsibility shall be to restore the area where the alteration was installed to the condition it was in prior to such installation. The Owner shall be solely responsible for all costs in connection with moving, removing, destroying, repairing and/or replacing the alteration.

11. Upon completion of the installation of the alteration, if it is an exterior alteration, it shall become part of the common elements. Owner's obligations with respect to the alteration including, but not limited to, their obligations to maintain, repair, replace and move the alteration as set forth herein, shall not be altered or diminished by the alteration is part of the common elements.

12. This Agreement shall bind and insure to the benefit of the successors in interest of the parties hereto. Toward that end, the parties agree that this Agreement may be filed in the Office of the Suffolk County Clerk and that Owners shall be responsible for all filing costs as additional common charges.

13. This agreement may not be changed orally. No alteration or modification of this Agreement shall be enforceable unless in writing, signed and acknowledged by the parties hereto and recorded in the Office of the Suffolk County Clerk.

By: _____

Owner's signature

By: _____

Owner's signature

Waverly Estates Condominium Association Inc.

Hold Harmless Agreement

This form must be returned to the Office a minimum of 30 days before the start date for presentation to the Board for approval. This work is not authorized until you receive written approval from the Board of Managers.

Name(s)		Telephone #	
Address		Email Address	
City/St/Zip	Holtsville, NY 11742	Type of services to be performed by contractor	
Name of Contractor		Telephone # of contractor	
Date of Service to be performed			

UNIT OWNER MUST PROVIDE AND ATTACH A CERTIFICATE OF INSURANCE FROM THE CONTRACTOR THAT READS AS FOLLOWS: SAMPLE ATTACHED

**HOLDER: WAVERLY ESTATE CONDOMINIUMS ASSOC., INC.
C/O SBMSI
PO BOX 893
CONWAY, SC 29528-0893**

COVERAGE: CONTRACTOR MUST CARRY A MINIMUM OF \$ 1,000,000.00 GENERAL LIABILITY COVERAGE AND WORKER'S COMPENSATION INSURANCE.

Whereas the above homeowner has requested permission to have the following services performed as described above contingent upon receipt of this signed document.

Whereas the Board of Managers wishes to be indemnified for any damage which may be caused by the homeowner. It is now, therefore, mutually agreed that:

- Permission is hereby granted when executed by the Board for a thirty (30) day period from the start of the project to perform the work pursuant to the specific application received.
- The applicant (homeowner) agrees to indemnify and Hold Harmless the Waverly Estate Condominiums Homeowners Association Inc., and its Agents from any claim that may be made by reason of property damage, or personal injuries that result from the service or alteration.
- In the event the Association must institute legal action for any reason associated with the agreement, the homeowner(s) agree that they will pay all costs of litigation, including court costs and fees etc.

Signature of Unit Owner		Date	
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DO NOT WRITE BELOW THIS LINE

Approved by	Signature	Date of Approval

DUMPSTER APPLICATION

(complete only if applicable)

Name		Date	
Address		Telephone #	
City/St/Zip	Holtsville, NY 11742		
Dates of Use-cannot exceed 7 days	From	To	

INSTRUCTIONS

- The dumpster must be placed in your assigned, lettered space ONLY.
- The dumpster cannot exceed the length or width of one parking space.
- The dumpster must be placed on plywood or wooden planks.
- The dates of use cannot exceed a 7-day period. A **daily** fine in the amount of **\$ 100.00** will be imposed for each day the dumpster remains on the property if it exceeds the 7-day period without written permission from the Board.
- The unit owner is responsible for requesting a **certificate of liability insurance and proof of worker's compensation insurance prior to the placement of the container**. The certificate must list ***Waverly Estate Condominium Association Inc. as additional insured***. The certificate of insurance must accompany this application.
- While the dumpster is on the property, the unit owner must use an unlettered space for parking their personal vehicle. Parking in the street is prohibited.
- The undersigned agrees to assume the cost to repair any damage incurred to the asphalt roadway, concrete walkway, grass, sprinkler system, electrical, cable lines, water system, surrounding vehicles and /or neighbors' property resulting from the placement of the dumpster.
- The undersigned agrees that, if at any time, the dumpster becomes a safety issue, the Board of Managers reserves the right to revoke permission of this application with a 24- hour notice.
- The undersigned also agrees to hold Waverly Estate Condominium Association and its members harmless for any injury resulting from use of said dumpster.

Signature of Owner	Signature of Co-Owner

Do not write below this line

<i>Reviewed and approved by</i>	<i>Date of Approval</i>

RENOVATION GUIDELINES

ALL APPLICATIONS MUST BE SUBMITTED TO THE BOARD OF MANAGERS FOR APPROVAL.

Please allow ample time for approval, which will be sent to you in writing. Incomplete applications cannot be presented for approval until complete. Work performed prior to written approval by the Board is subject to removal at the owner's expense.

FLOWERBED ALTERATIONS

- **Dual Home Flowerbeds** – Some flowerbeds are shared by more than one homeowner. If so, please have that unit owner co-sign the flowerbed application. Failure to consult with the other unit owner could result in immediate removal of the plants at the altering unit owner's expense.
- **Height** - Plant growth potential cannot exceed 5 feet in height.
- **Location** - Attention should be given to the location of the sprinkler heads and amount of sunlight in the desired area of installation. Plants should not interfere with the proper maintenance of the lawn.
- **Root system** - Attention should be given to the type of root system your chosen plants will have. Dense root systems could interfere with the sprinkler system and the other plants in your flowerbed.
- **Timeline** - Replacement of plant material must be completed within 15 days of the removal of existing plant material.
- **Maintenance & Variety** - Although permission is being given to customize the flowerbed in front of the unit and although the unit owner is choosing to do so at their own cost, the chosen plants must somewhat conform to the appearance of the rest of the community. In general, the Board will not approve special variety plants because of the delicate nature and special care needed to maintain them.
- **Common area** - The flowerbed is a common element. If any of the plants added or substituted ever need to be replaced, for any reason, it will be at the altering unit owner's expense. Upon transference of ownership, the unit owner is obligated to advise the buyer that the plants they installed are to be maintained by the new owner. The new owner can forfeit this responsibility, which must be done in writing to the Board of Managers. When this happens, the owner no longer has discretion over the maintenance and/or removal of these plants.
- **Interference** – The Board reserves the right to remove any plant that interferes with the proper monthly maintenance of the lawn and grounds if the unit owner fails to maintain them in a timely manner.
- **Failure to thrive** - The applicant cannot hold the Association responsible for plants that do not thrive or are damaged by any weather related, natural disaster, criminal behavior or damage sustained during normal landscaping tasks of the common area.
- **Damage during installation** – The applicant understands that all flowerbed alterations are subject to inspection by the Board of Managers. If damage is done during installation to any part of the building, vinyl siding, sprinkler system, masonry, underground wires and conduits, grass area or restricted common area of the adjoining unit due to the direct negligence of the applicant or the installer, the applicant understands that they will be charged in full to repair the damage.

KITCHEN, BATHROOM, HOT WATER HEATER, LAUNDRY ROOM, PLUMBING OR ELECTRICAL RENOVATIONS

- **All** kitchen, bathroom and laundry room renovations which involve plumbing require the use of a licensed plumber. This includes but is not limited to the disconnection and reconnection of pipes to replacement of sinks, faucets, toilet bowl, dishwasher, washing machine, hot water heater, refrigerator water line, if applicable, shower, bathtub etc.
- **All** electrical repairs and renovations require the use of a licensed electrician. This includes but is not limited to the replacement of a wall receptacle or light fixture.

FENCE ON DECK OR PATIO

- **Location -These guidelines are for installing a fence at the end of your deck or patio.** Fences cannot be installed in any other location on the property.
 - **Patio installation** – When installing a fence at the end of your patio, the fence posts must be installed within the patio by removing the corner pavers and installing the posts within the 14’ restricted area. The fence cannot, under any circumstances, exceed the length of the shorter of the two existing privacy fence sections.
 - **Deck installation** - The location of the fence may be installed at ground level abutting your existing deck. If the fence is placed at ground level, it cannot, under any circumstances, exceed a total distance from the building of 14 feet nor can the length of the fence exceed the length of the shorter of the two existing, privacy fence sections.
- **Measurements** - All fence applications must include a diagram complete with measurements of your deck or patio. The diagram must include the exact location you intend to install your fence. The fence cannot exceed 4’ in height. This includes the height of scalloped fencing wherein the tallest point cannot exceed 4’ in height. The fence cannot exceed the length and width of your patio or deck.
- **Type** – The type of fence is restricted to a white vinyl, picket fence only as seen in the pictures below. The pickets can be rounded or flat-edged. The fence can be straight across or scalloped.



- **Installation** - The fence cannot be attached to the building or the existing PVC dividing fence. The fence cannot be installed in a manner that restricts full access to the exterior air conditioning unit.
- **Gate**-All fences **must include a self-closing gate**. The gate **cannot** be locked at any time after installation. The Board of Managers and/or its agents and contractors must have full access to the building to make repairs.
- **Maintenance** - The maintenance of the fence is the sole responsibility of the unit owner. It must be maintained in good condition. Failure to maintain the fence could result in the removal of the fence at the unit owner’s expense.
- **Sprinkler head relocation** - The fence cannot interfere with the full range of the sprinkler head. If installing the fence will interfere with the operation of the sprinkler head, the head must be moved by the sprinkler contractor hired by the HOA at the time of the installation of your fence. The cost of relocating the sprinkler head will be the unit owner’s responsibility.

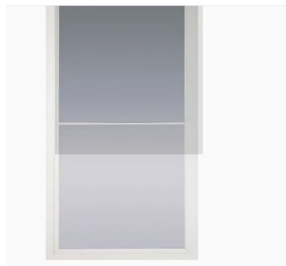
SATELLITE DISHES

- **Security deposit:** All applications for the installation of a satellite dish must be accompanied by a \$ 200.00 refundable security deposit. Upon inspection of the installation of the dish, your deposit will be returned if the dish is installed in accordance with these guidelines.
- **Size:** The circumference of the satellite dish cannot exceed 30”.
- **Location:** The satellite dish can be installed on the back-roof area or on a post no taller than 5’ on your deck or patio. The dish cannot be visible from the street.
- **Installation:** If the dish is installed on the roof, silicone is necessary to waterproof the roof where the dish is attached. If damage is done to the roof or any part of the building or grounds due to the direct or indirect negligence of the applicant or the installer, the applicant will be charged in full to make the necessary repairs in addition to the forfeiture of the applicant’s security deposit. The applicant agrees that they cannot hold the Association responsible for any damage caused to the satellite dish by any weather related, natural disaster, criminal behavior or damage sustained during normal grounds maintenance, if the dish is installed on a post.
- **Wiring:** The wires to the satellite dish must be concealed in conduit and cannot be visible from the street. The wires cannot interfere with property maintenance.
- **Transfer of ownership:** The applicant is responsible for the cost of removing the satellite dish upon selling or transferring ownership of the unit.

WINDOWS, SLIDING GLASS DOORS OR STORM DOORS

- **Security deposit:** All window applications must include a \$ 500.00 security deposit which will be returned, upon inspection, if the windows are done in accordance with these guidelines.
- **Type of materials:** All replacement windows and doors must be the same type as the existing windows, doors, and storm doors. Windows must be “new construction” windows with flange. Proper waterproofing procedures must be followed.
- **Conformity:** All replacement windows and doors must conform to approved windows and doors throughout the community. This includes the capping around the windows.
- **Storm doors:** The new door must be white and one of the following two models:
 - A. Cross buck - glass/screen top half with a solid bottom with what appears to be an X” embossed on it.
 - or
 - B. Full glass - Glass must be plain in the middle but can have etching around outer edge only.

SAMPLE



EXTERIOR AIR CONDITIONING OR HEATING UNITS

- All alterations must include a diagram including location of placement of unit and exterior piping.
- All exterior piping must be concealed in white "slim duct" properly secured to the building. No other type or color conduit is acceptable.

DECK BOARD REPLACEMENT OR PAVER STONE RESETS

Please note: These guidelines are for the replacement of the surface of an existing deck and/or the re-setting of existing paver stones.

NEW DECK OR PATIO ONSTRUCTION – If a deck or patio is being constructed where one did not exist, please request the application for new construction.

A. DECK SPECIFICATIONS

- The structure cannot exceed 14' in length (from back door to grass) x 20' in width (left to right)
- All wood used in the replacement of a deck must be pressure-treated yellow pine, cedar or natural redwood or composite material such as Trex or equivalent.
- Mesh must be placed underneath the structure to prevent weeds from growing through the structure.
- All hardware must be galvanized.
- The exposed perimeter of the deck must have a fascia board so that the space between the ground and the deck does not exceed two inches (2").
- The surface of the deck must not exceed the height of the patio door sill.
- The deck must not be attached to the condominium unit or fences.
- The deck must be graded to a minimum of one inch (1") to allow for proper drainage away from the house.
- Sewer traps must remain accessible.
- The use of clear wood preservatives may be used to stain your deck.

B. PATIO SPECIFICATIONS

- The structure cannot exceed 14' in length (from back door to grass) x 20' in width (left to right)
- Mesh must be placed underneath the pavers to prevent weeds from growing through the structure.
- The patio must be laid on at least four inches (4") of sand or a combination of crushed stone and sand.
- The patio must be held in place by either a PVC retaining edge secured by 10" spikes, a 2" x 10" wooden frame or a 2"x 10"- concrete frame with soil placed over it to allow the grass to grow up to the patio.
- The surface of the patio must not exceed the height of the patio door sill.

- The patio must not be attached to the condominium unit or fences.
- The patio must be graded to a minimum of one inch (1") to allow for proper drainage away from the house.
- Sewer traps must remain accessible.
- The use of clear wood preservatives may be used to stain the frame if wood is used.

C. CONSTRUCTION & CLEANUP

All construction must be completed within 30 days from the date of written approval, or the Board of Managers shall have the right to remove any incomplete work at the unit owner's expense.

The use of heavy machinery is PROHIBITED on the grass area. Building materials should be placed on a tarp or equivalence, on the grass behind unit but for not more than 24 – 48 hours.

The use of the community dumpsters is PROHIBITED to dispose of any construction/building materials. If a dumpster is needed for this purpose, please complete a DUMPSTER application and submit with all necessary documentation.

The unit owner shall be assessed for any damage to the common areas resulting from the improper installation or maintenance of the patio or deck.

It is the responsibility of the unit owner to ensure that all common areas remain free of construction material during and after the installation of the patio / deck. This includes any material left in the parking area or on the grass behind the unit.

AWNING OVER DECK OR PATIO (Townhome models only)

- **MODEL** – The only approved model/type is the **Sunsetter Pro XL Electric awning with wind sensor**. This model is equipped with a manual crank handle in case of power interruption. The unit owner may choose any of the available colors.
- **VENDOR** - Presently, the **only approved vendor** is **Long Island Awnings Corp** at 888-957-4233 or 516-844-0001. **A copy of the contract between Long Island Awnings Corp and the unit owner must be attached to your application.**
- **SIZE** – The size of the awning **cannot exceed** 12 ft. long x 17 ft. wide.
- **INSTALLATION** –
 - The installation of an awning is limited to the deck or patio area of the **Town Home model only**.
 - For safety reasons, the awning **cannot** be installed over a barbecue or other flame-generating device nor can it be installed over the exterior, air conditioner/heating unit. When using a barbecue and during the cool-down period, the awning must be retracted. Failing to follow these instructions could cause a vapor lock and ruin the equipment or cause a fire.
 - Prior to installation of the awning, an inspection of the siding on the back of your unit must be performed by a contractor designated by the Board of Managers. If ice and water shield is not present, it must be installed, and the siding reinstalled with a J channel to prevent leaks. This will be provided by the Association as a common expense, at no charge to the unit owner.
 - The screws that are inserted into the building must be **stainless steel** and sealed with silicone to prevent water intrusion.
 - Awnings **cannot** be anchored to the roof or gutters.

- **REPAIRS AND MAINTENANCE** – The awning must be maintained in good condition. The Board reserves the right to remove the awning to make repairs to the building or if the unit owner fails to maintain the awning in good condition.
- **LIABILITY** – The Board nor any of its agents are responsible for damage to the awning from any weather-related event.
- **DEPOSIT** – When applying for permission to install an awning, a **\$ 500.00** refundable security deposit must accompany this application. Upon completion of the installation, the applicant must notify the Board to perform an inspection. Upon passing inspection, the deposit will be refunded. If the installation does not pass inspection, the unit owner has 10 days in which to correct the deficiency or forfeit all or part of their security deposit.
- **TRANSFER OF OWNERSHIP** – Upon sale of your home, the new owners must sign a Hold Harmless Agreement accepting responsibility for the awning. If the buyer does not wish to retain and maintain the awning, the seller must remove the awning and return the siding/building back to its original condition at their own expense.

STORAGE SHED ON PATIO OR DECK

Unit owners may keep **one** (1) storage shed on their deck or patio as follows:

- Examples of sizes of the shed can be 5' x 5', 6' x 4', 6' x 5' or 6' x 6' provided the total square footage of the shed does not exceed 36 sf.
- The shed must be made of plastic or similar composite material.
- The shed must be always maintained in good condition.
- The doors on the shed must be able to be closed completely.
- Hazardous or flammable chemicals cannot be stored in the shed.
- The shed must be able to be moved to perform property maintenance such as during power washing, fence replacement, siding repair or replacement, gutter maintenance and roof maintenance.
- The Association is not responsible for theft of personal items or damage to the shed or its contents due to weather events or other acts of nature.

PERSONAL SECURITY CAMERAS

The installation of a camera doorbell or small personal security camera requires **written approval** by the Board of Managers, provided it meets the following requirements:

QUANTITY & LOCATION

- The installation of personal security cameras is limited to a maximum of (4) cameras per unit. A camera doorbell is considered a camera.
- This application must include the desired location of each camera for review by the Board. This should include a picture of the desired location.
- Cameras can be installed on the exterior of the building on the **window capping only**. At no time can the camera be installed on the vinyl siding, brick front or door to a home.

- The camera must be stationary, facing the parking area only. If installed in the restricted area of a Townhome owner, it must face the deck or patio area only.
- Cameras may only be placed within the unit owner's property boundaries. The placement of a camera in shared areas is restricted.
- The camera must be installed in a location that does not infringe on the privacy of other residents. If, at any time, the camera is considered a nuisance; the Board reserves the right to remove the camera.

SIZE & MODEL -The size of the camera cannot exceed 4" in height by 3" in width by 3" in depth. Recommended outdoor models include those made by RING, ARLO or EUFY.

UNIT OWNER RESPONSIBILITIES

- Once the camera is installed, the unit owner will be responsible for any water damage directly caused by the camera installation.
- The unit owner is responsible for any maintenance and/or repair of all personal cameras.
- The unit owner must notify the HOA of any changes or removal of the any camera.
- The unit owner must ensure that the installation of the security camera complies with all HOA rules and regulations.
- To assist in the maintenance and security of the property, if requested, the unit owner agrees to allow the HOA to see footage if an incident of vandalism or injury occurs on the premises.
- If it becomes necessary to remove the camera to facilitate the maintenance or repair of the building, it will be the responsibility of the unit owner to remove the camera prior to maintenance, with notice.
- **Hold Harmless Agreement Requirement** - The unit owner must sign a Hold Harmless Agreement accepting full responsibility for any damage to personal property belonging to other unit owners or contractors hired by the Homeowners Association (HOA), as well as any injury resulting from the use, installation, maintenance, removal, or replacement of the personal security camera or by any unforeseen event that causes such damage or injury. By signing the agreement, the unit owner agrees to indemnify and hold harmless the HOA, its officers, managers, and fellow unit owners from any claims, damages, injuries, or liabilities arising out of or related to the use, installation, maintenance, removal, or replacement of the personal security camera.

OTHER RENOVATIONS

- All other renovations or alterations not listed herein are subject to thorough review. All exterior alterations become the responsibility of the unit owner. Failure to maintain them in a timely manner could result in their removal at the unit owner's expense.

CONSTRUCTION DEBRIS DISPOSAL

Unit owners are responsible for instructing all delivery personnel and contractors they hire not to dispose of the following items in the dumpster.

- **Use of community dumpsters to discard construction materials is prohibited.** Construction debris is defined as, but not limited to things like bricks, sheetrock, wood, molding, cabinetry, doors, windows, concrete etc.

A commercial dumpster can be placed on the property provided a dumpster application is completed with this application or all debris must be carted away by your contractor. A fine of \$ 200.00 will be levied against the unit owner, in addition to paying any expenses incurred by the community resulting from improper cleanup.

ALSO PROHIBITED ARE:

- Appliances, including but not limited to hot water heaters, dishwashers, refrigerators, washer/dryers, barbeques, televisions etc.
- Furniture, including but not limited to couches, tables, chairs, patio furniture, mattresses, box springs etc.
- Carpeting and padding – Exception: While carpeting and padding are not considered household garbage, the sanitation company will accept carpeting and padding if it is cut up into **small pieces, no larger than 2' x 4'**.
- To dispose of large appliances, furniture, cabinetry, hot water heaters or any other item listed above as non-household garbage, owners must contact management to obtain the current sanitation company's contact information to schedule a pickup. Any expense incurred with the special pickup will be the responsibility of the unit owner and paid directly to the sanitation company. After a pickup has been scheduled, owners must contact the management company with the date, time, item to be picked up and the location of the item to be left for the refuse company.
- Items **cannot** be left within the fenced area nor can they be left outside the dumpster enclosure.

DAMAGE INFORMATION

Any damage to any part of the buildings, grounds, vinyl siding, irrigation system, electrical lines, gas lines or other common area during the installation of windows, landscaping alterations, masonry, storm doors, awnings, fences etc. due to the direct or indirect negligence of the Unit owner or contractor will be the financial responsibility of the Unit Owner.

Note: If you have questions which have not been answered in these guidelines, please contact the management company at (843) 772-0043 or by email at waverlyestates@sbmsi.com, or a Board member before proceeding with any of the alterations.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	SAMPLE	CONTACT NAME: Mary Smith
		PHONE (A/C, No, Ext): E-MAIL ADDRESS:
INSURED	Contractor 123 main street anytown, NJ 11111	INSURER(S) AFFORDING COVERAGE
		INSURER A: ABC Company [A rated]
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC	X	X	12345678	01/16/12	01/16/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS			123456789	01/16/12	01/16/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000		X	123456789	01/16/12	01/16/13	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	987654321	01/16/12	01/16/13	☒ WC STATUTORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is included as additional insured on a primary non-contributory basis. Waiver of subrogation endorsement is included on the General Liability policy. CG 2010 [07-04] Additional Insured end and CG 2037 [07/04] Additional Insured Completed Operations forms are attached

THE WORDING TO THE LEFT MUST APPEAR ON THE CERTIFICATE EXACTLY AS WRITTEN

THE UNIT OWNER'S NAME AND ADDRESS MUST ALSO APPEAR HERE.

CERTIFICATE HOLDER	CANCELLATION
Waverly Estate Condominium Assoc Inc. c/o SBMSI PO Box 893 Conway, SC 29528-0893	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. SAMPLE AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)

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