

## **Policy and Procedures for Adding Deck Steps to Lower Decks**

All costs for construction of said steps are at the complete cost of the Unit Owner.

Deck Steps, Footings and Slab for Steps must be constructed by a Licensed Contractor – not by the individual Unit Owner. Licensed Contractor must provide Unit Owner with a current “Proof of Insurance” copy and a current copy of their License (selling).

Unit Owners are responsible for obtaining a Building Permit for either the City of Danbury or from the Town of Bethel, depending on location of said Unit.

Deck Steps may contain a gate at top of steps for safety if the Unit Owner desires it. Gate must swing into landing and not out toward steps.

Deck Steps will be as per plan submitted by the Architectural/Landscaping Committee and approved by the Board.

Unit Owner must get written approval by submitting the request form for said steps by the Board prior to construction.

Unit Owner is responsible for the repositioning/re-planting of shrubs, and any damage it may cause. Prior to repositioning/ re-planting of shrubs, the Unit Owner must have the Architectural /Landscaping Committee inspect shrubs, and also reserves the right to see if they can be used in another location in Timber Oak if they do not meet with the plan of the deck revision. Unit Owner is responsible for the costs of repositioning/ re-planting of the shrubs and the replacement of any dead shrubs in subsequent years as a result of the change to the deck and the change to the repositioning/ re-planting of the shrubs.

The Unit Owner is responsible for contacting the Irrigation Company (Greenacres out of Bethel, CT) for the repositioning of sprinkler heads and lines if needed and shall get a sign off from Greenacres Company. REI Property Management will supply the contact information to Unit Owners. Any costs that may be incurred with the repositioning of said sprinkler heads and or lines will be the responsibility of the Unit Owner.

Unit Owner is responsible for maintenance (power washing/staining) and snow removal of said steps in the future.

Unit Owner must check to see if any venting from the house is in the way and is still able to vent properly. If not, it must be moved by a licensed contractor and at the full cost of the Unit Owner.

Railings must be consistent with the existing decks, which includes wood railings for existing all wood decks and PVC railings for existing decks with wood flooring and PVC railings. Any addition of PVC railings must match the existing PVC railings.