

**GUIDELINES FOR PURCHASE AND INSTALLATION  
OF PERMANENT RETRACTABLE PATIO AWNINGS**  
**Adopted January 2012**  
**Revised July 2013 Due to Changes in Building Exterior Siding**

**General Information**

This information is provided to homeowners for the purpose of giving clear guidance regarding the purchase, installation and maintenance of permanent retractable patio awnings above condominium unit decks. Some units in the complex have decks that face west or south, making the decks unfit for pleasurable use when exposed to hot afternoon summer sun. For this reason, the Board of Directors has approved the following guidelines for the installation of permanent retractable patio awnings. Any unit owner who desires to install a permanent retractable patio awning must comply with the guidelines set forth in this document. The purchase, installation and maintenance of a permanent retractable patio awning are the responsibility of the homeowner, and will not be reimbursed by the Association.

At this time, no building permits are required for the installation of permanent retractable patio awnings.

**Awning Specifications**

Retractable patio awnings come in electrically motorized and non-motorized versions. Both types are approved for use by NW Village owners.

Four types/models of awnings are sold by SunSetter® Retractable Awnings. Two are motorized, and two are not. They come in various widths and lengths in increments of 12 inches. All four types/models of awnings are approved for use within NW Village. Owners are not required to purchase awnings from this company. If another company is used, the awning purchased must as closely as possible match a comparable model sold by SunSetter® in color, materials, appearance and durability. All awnings must be pre-approved by the NW Village Architecture Committee for size, type/model, and color prior to purchase and installation. If the Architecture Committee is not currently standing when approval is sought, then approval must be obtained from the NW Village Board of Directors.

The awning must be solid beige or green in color, depending on the color of the building, and consistent with the color of other already installed permanent awnings. If the awning is a SunSetter® awning, the allowable colors are Sand (for brown buildings) and Sage (for green buildings). If the awning is purchased from another company, the color must be consistent with the allowable colors from SunSetter®. Awnings with stripes, designs and/or multiple colors are not approved for installation.

The awning must not extend past either side of the deck beyond the end of the deck wall. The awning may be shorter in length than the length of the deck itself, but not longer. In addition, the awning may extend beyond the front of the deck for a distance not to exceed 26 inches beyond the front of the deck wall at full extension.

## **Mounting and Supporting Structure**

The awning must be installed on the upper wall of the condominium unit, above the overhang over the patio door. The bottom of the wall at the overhang is approximately 91.5 inches above the surface of the deck. For the sake of uniform heights between installations, the mounting brackets must be installed so that the bottom of the bracket is 2 inches above the bottom of the siding unless the instructions for mounting the particular awning require that it be mounted at a higher height above the surface of the patio deck.

The awning must be installed in a manner that complies with all the requirements and instructions supplied by the manufacturer. If the model is electrically motorized, it must be installed in a manner that meets all local electrical codes for exterior electrical operation. If you are unsure what is required by local codes, you are strongly encouraged to consult with a licensed electrician prior to beginning your installation. If an additional exterior electrical box and plug are required for installation, they must be installed by a licensed electrician.

If you do not have the skills necessary to complete the installation of your awning yourself, you are strongly encouraged to hire a qualified contractor or handyman to do the installation. If you do not have access to qualified contractors or handymen, you may contact the Association Managers who will provide information and recommendations for contacting qualified personnel for hire. The Association also requires that any contractor or handyman chosen to perform the work should be pre-approved by the Board or the Association Managers, and should be licensed and should provide proof of adequate liability insurance.

## **Lighting**

Some models of permanent retractable patio awnings come with accessories that include electrical lighting. All lighting accessories must be pre-approved by the Architecture Committee or the Board of Directors. All other accessories offered by the manufacturer must also be pre-approved.

## **Approval Procedure**

Prior to purchasing an awning, you are required to submit in writing a request for approval to the NW Village Architecture Committee. If the Architecture Committee is not standing when you request approval, submit your request to the NW Village Board of Directors. Include in your written request the following information:

- The name of the manufacturer;
- The awning model name and/or number;
- Whether the awning is electrically motorized or manually operated;
- The length of your deck from the outside of the deck wall on one end to the outside of the deck wall on the other end, or alternatively, to the building wall in lieu of a deck wall on one end;
- The length of the awning;
- The width of your deck from the building wall to the front exterior of the deck wall;
- The width of your awning at full extension;
- The color of your awning, with a sample;
- A photographic representation of the awning you intend to purchase;
- The desired date of installation.

Once received, your request will be considered within no less than 30 days. Response will be in writing from the Committee Chairperson or the Board President. If you wish to be present when your request is considered, please so indicate in your written request.

If you present your proposal for approval to the Architecture Committee, and the response received from the Committee is not satisfactory to you, you may appeal the Committee's decision or response to the full Board of Directors. If you present your proposal first to the Board of Directors, then there is no appeal process available.

### **Maintenance and Repair**

Maintenance and repair of permanent retractable patio awnings, and the costs associated with doing so, shall be the sole responsibility of the homeowner, and shall not be reimbursed by the Association. In the event that a repair is needed, the repair shall be arranged for and completed by the homeowner in a timely manner.

### **Additional Considerations**

If your patio deck is of the design that includes an attached storage room and chimney box that bump out from the side of the building (Units #18, 23, 27, 36, 38, 39, 40, 43, 44, or 47), you may not be able to install a single awning that covers your entire deck, or that meets all the requirements and guidelines described above. If so, and if you desire to install a permanent retractable patio awning above your deck, present your plan in writing to the NW Village Architecture Committee or the NW Village Board of Directors, and your plan will be given careful and thoughtful consideration.

Any questions regarding the purchase, installation and/or maintenance of a permanent retractable patio awning or the requirements relating to it can be directed to the Association Managers, who will be happy to assist homeowners with their planning process.