

## South Park Homeowners Association

### Balcony Modifications

1. Removal of a Balcony requires an Architectural Request to be approved by the HOA Board prior to work commencing.
2. When removing a balcony, the sliding door must also be removed and replaced with a window. The window must be centered above the window on the first floor. The window must match all the unit windows in kind and size.
3. A drawing of the location of the both the new and existing window placement must be submitted with the Architectural Request. The drawing may be a hand drawn and must show the placement of both the upper (new) and lower (existing) windows.
4. Repair of a Balcony does not require an Architectural Request; however, be advised if the beams are to be replaced a **City Permit is Required**. This is a structural change that, if not done properly, could result in failure of the second-floor structure and adversely affect units on either side your unit.
5. If a City Permit is obtained you must furnish a copy of the completed permit to the Property Manager.
6. The Association paints the underside of the Balcony if needed. Painting or staining the decking of the balcony is the responsibility of the homeowner.
7. It is the homeowner's responsibility to verify that contractors are licensed and insured.
8. The HOA Board will review requests at the monthly meeting. Meetings are scheduled for the third Tuesday of the month. Please submit requests one week prior to the monthly meetings. Instructions are on the Architectural Request.