

**TOWNHOMES OF
EASTBROOKE CONDOMINIUM
PHASE I, II, & III**

**DECK – FENCE – BALCONY
HANDBOOK**

Approved 8/2014

Updated 4/2015

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INTRODUCTION

As part of the 1999 Annual Election, a referendum was held regarding making decks and fences optional features at the Townhomes of Eastbrooke Condominium. The referendum was passed by a majority of homeowners in all three phases.

Balconies at the Townhomes of Eastbrooke Condominium were part of the original design of the condominium.

GUIDELINES FOR INSTALLING DECKS AND FENCES

UNDERSTANDINGS:

- Decks and fences are optional features added at the discretion of individual homeowners. Homeowners will be responsible for all costs involved in installing and maintaining the structures. Homeowners will also be responsible for all problems and liabilities caused by decks and fences. Decks and fences will not be covered under the Townhomes of Eastbrooke Condominium's insurance policy.
- Responsibility for maintaining and/or removing decks and fences transfers to the new owner(s) when a unit is sold.
- The Townhomes of Eastbrooke will not assume responsibility for any costs associated with decks and fences.
- Decks and fences may be added to only those units which currently have outside patios.
- Largest deck or exterior fence dimensions is 9' x 12', which is the approximate dimension of the existing or preexisting bush trunk line (not the outside edges of the bushes). Eastbrooke maintenance staff will remove area bushes, if applicable, and stake out size of deck or fence.
- Decks and fences must be free standing (may not be attached to buildings).
- Bushes which form a boundary between adjoining patios may not be removed without the written consent of both homeowners.

BEFORE WORK BEGINS

- Deck and fence are to be installed by professional contractors who carry both general liability and worker's compensation insurance.
- Both decks and fences require
 - A building permit from the Town of Brighton and
 - An approved variance from the Eastbrooke Board of Managers
 - These documents must be obtained before any construction begins. Work will be halted if both items cannot be produced on demand.
- In Phase III (all odd numbered units) to prevent drainage problems resulting from deck installation, the concrete slab (patio) must be removed and replaced with landscape fabric and two inches of stone.
- In Phase I and II slabs (patio) do not have to be removed, but it must be understood that the Townhomes of Eastbrooke Condominium will not be responsible for repairs to the deck in the event that maintenance staff, utility workers, contractors, etc..., need to gain access to the slab.
- Decks must be pitched away from buildings.

GETTING A PERMIT FROM THE TOWN OF BRIGHTON:

- Building permits for decks and fences may be obtained at the Town of Brighton, 2300 Elmwood Avenue, Rochester, NY 14618, (585) 784-5250; <http://www.townofbrighton.org>
- Decks over 18" in height, including any attached railings, seats, etc. require building permits.
- Fences always require a building permit. The building permit for a fence is provided immediately upon application with the Town of Brighton.

MATERIALS NEEDED FOR A BUILDING PERMIT FOR DECKS

- Two (2) copies of the building plans for the deck showing materials, dimensions, footing depths, etc.
- Not required for fence.

GETTING A VARIANCE FROM THE EASTBROOKE BOARD OF MANAGERS

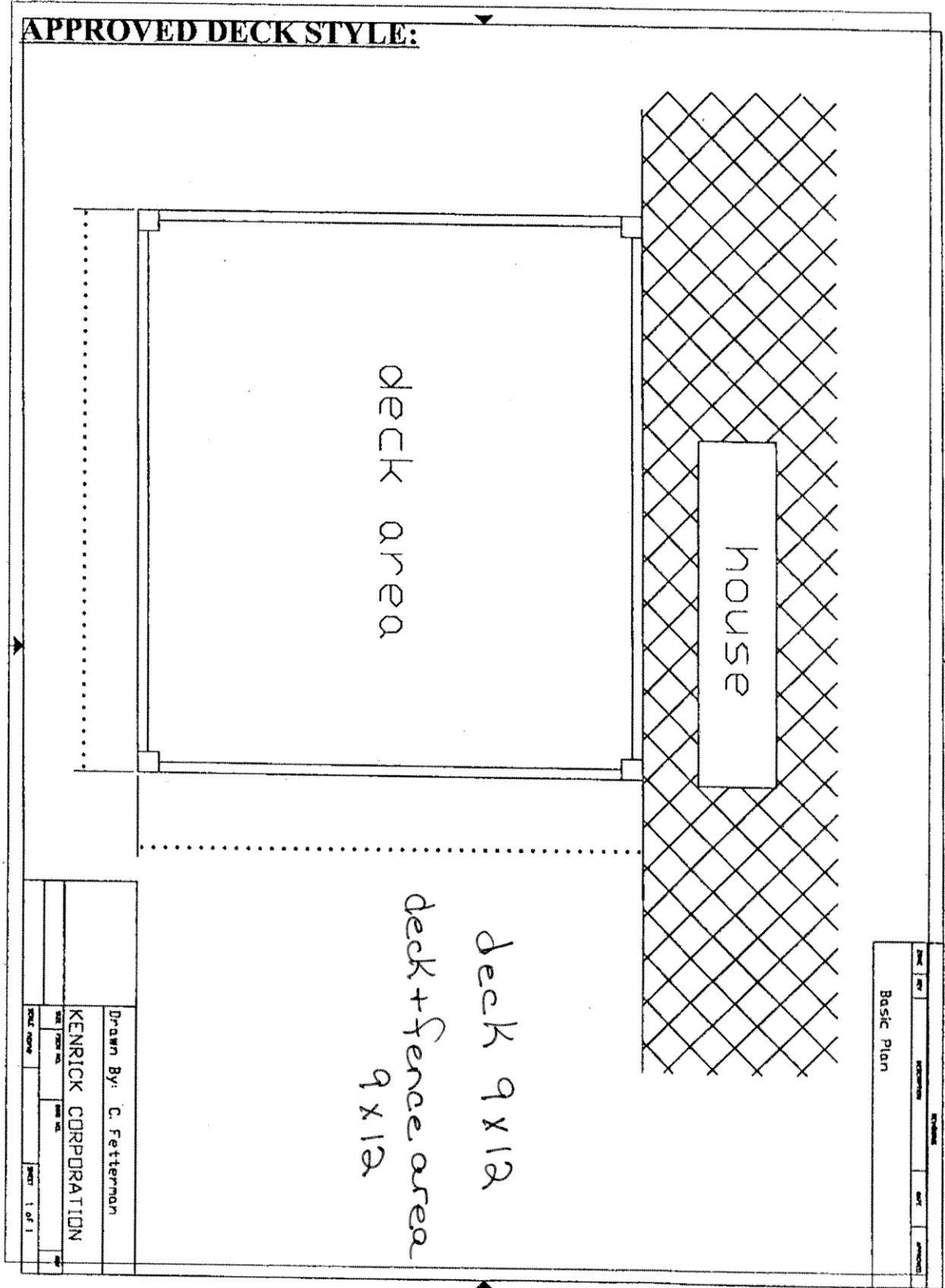
- Decks and fences may not be installed without permission from the Townhomes of Eastbrooke Condominium Board of Managers.
- Possession of a town or county building permit does not waive the required approved variance from the Townhomes of Eastbrooke Condominium Board of Managers.
- Request for a variance approval for construction of a deck or a fence should be submitted to the Board of Managers through the property management company, Kenrick Corporation. The Board will respond to the homeowner's variance request within thirty (30) days.

MATERIALS NEEDED FOR A VARIANCE

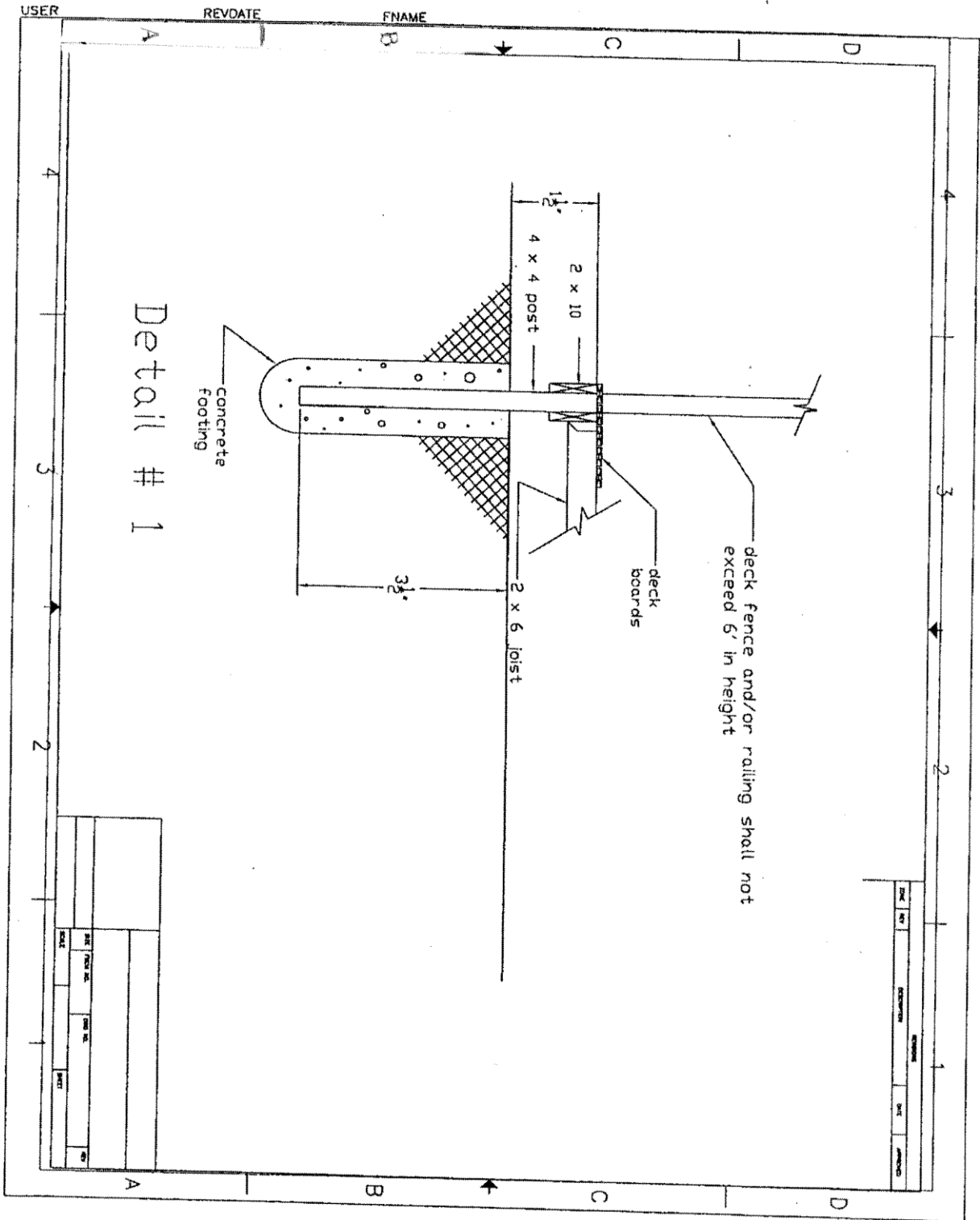
- A completed/signed variance request form
- One (1) copy of the building plans for the deck/fence, showing materials, dimensions, footing depths, etc.
- One (1) copy of the Building Permit obtained from the Town of Brighton.
- Copies of both general liability and worker's compensation insurance certificates for the contractor.

***SEE APPENDIX FOR VARIANCE REQUEST FORM

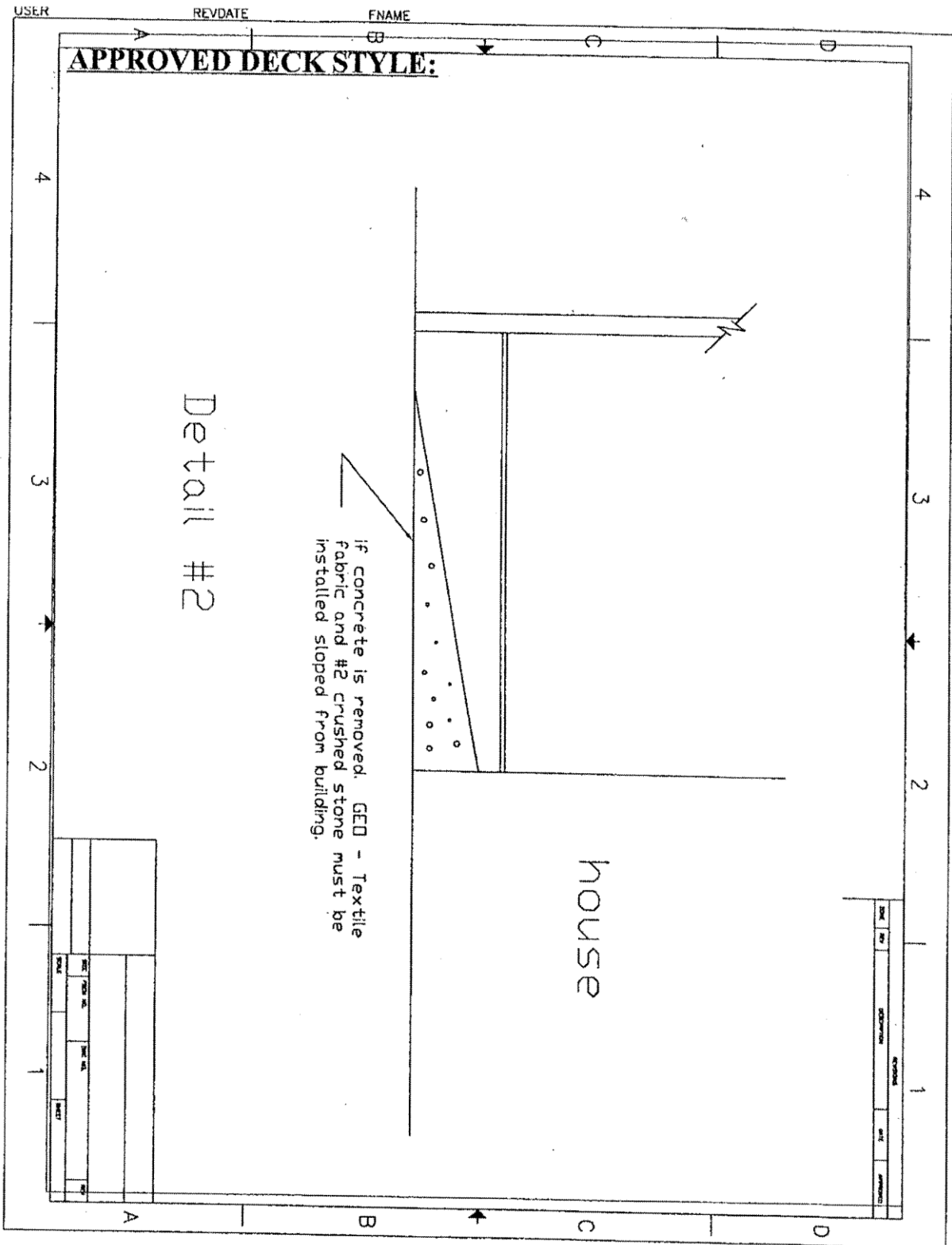
APPROVED DECK STYLE DRAWING



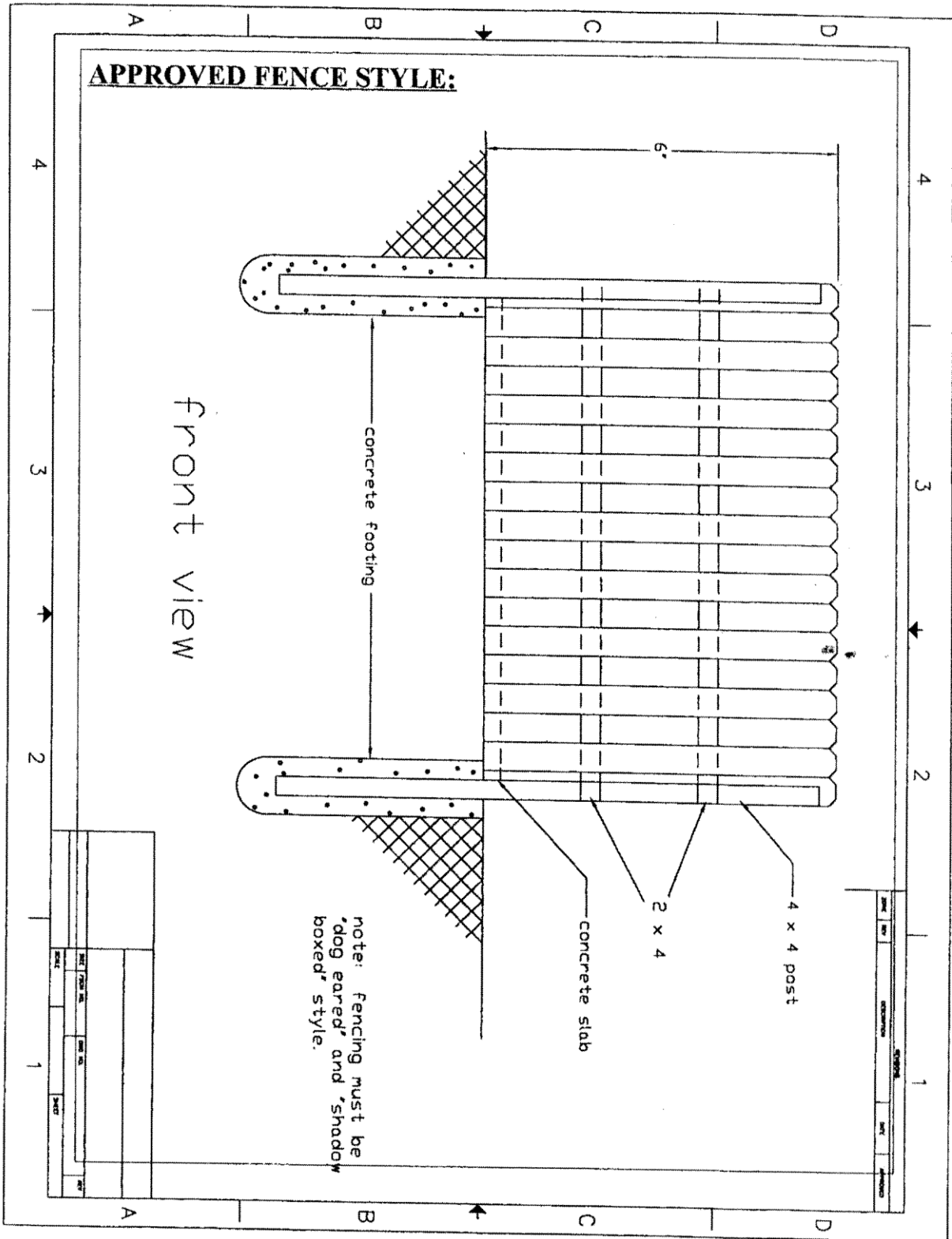
APPROVED DECK STYLE – DETAIL #1



APPROVED DECK STYLE – DETAIL #2



APPROVED FENCE STYLE DRAWING



NOTES TO ACCOMPANY EASTBROOKE DECK/FENCE PROJECT

- Fences must be three (3) sided and have a minimum three (3) foot opening with no gate
- Fences must be the shadow box (aka board-on-board) style with flat or dog eared top and can be made of pressure treated wood or white vinyl only.
- Fence must be six (6) feet high.
- Railings must not exceed three (3) feet in height from the deck floor. Deck railing may be pressure treated wood or white vinyl. If white vinyl railing is used on deck, style must be picket with decorative caps.
- Fences and decks must not be attached to buildings.
- Pressure treated wood fences and decks must be stained as soon as manufacturer's specifications permit. Fences and decks may not be painted and may not be left untreated. Pressure treated decks must be stained in a shade of brown and sealed/waterproofed at least every three (3) years. Composite material decks (Trex, CertainTeed, Azek) must have deck boards that are a shade of brown.
- All homeowners agree that the decks and fences will be properly maintained and repaired as needed. This agreement transfers to the new owner(s) when a unit is sold.
- Decks and fences will be inspected periodically. If in need of repair, owners will be notified and given thirty (30) days to repair them. If repairs are not completed within the noted timeframe, repairs could be made by Eastbrooke staff and owners will be billed for those repairs and fined for non-compliance with Eastbrooke Rules and Regulations.



DECK AND FENCE SUMMARY

1. Read Deck, Fence and Balcony Handbook carefully
2. Obtain a building permit from the Town of Brighton
3. Share approved deck and fence information with a professional, insured, deck and fence contractor
4. Submit and obtain an approved variance from the Townhomes of Eastbrooke Condominium Board of Managers
5. Be sure that approved materials are used and that construction plans are followed
6. Have your inspections by the Eastbrooke Superintendent before, during and after the construction is completed
7. Enjoy your new deck and fence and be sure to maintain it properly

GUIDELINES FOR REPAIR AND MAINTENANCE OF BALCONIES

Balconies at the Townhomes of Eastbrooke Condominium were part of the original construction of the condominium.

Repairs to the entire structure of the balcony (supports, decking, railing, etc.) is the responsibility of the owner. An approved Townhomes of Eastbrooke Condominium Board of Managers variance is required for any exterior repairs. Your variance must include a description of the repair noting materials, a drawing including dimensions and specifics, general liability and worker's compensation insurance certificates for your contractor. The Board of Managers has thirty (30) days to review your variance.

Maintenance to the balcony wooden support structure:

- If the balcony wooden support structure is painted, it is the responsibility of the Townhomes of Eastbrooke Condominium to repaint the wooden support structure as needed. A previously painted support structure cannot be stained.
- If the balcony wooden support structure is stained, it is the responsibility of the owner to re-stain the support structure as needed. A previously stained support structure cannot be painted.

Maintenance to balcony fascia, flooring (carpet), railing, etc. are the responsibility of the owner. There are specific guidelines based on the type of balcony (over entry, over garage, tongue and groove ceiling). See individual guidelines on following pages.

Balcony Carpeting: Indoor/outdoor all weather carpet (in shades of grey or brown only) is allowed on the deck flooring only. It is the owner's responsibility to replace carpeting as needed.

Balcony Entry Doors: There are 2 approved styles of entry doors for the balcony: A white, single entry door w/15 glass panels or a white, all glass siding door.

Balcony Storm Doors: There are 2 approved styles of storm doors for the balcony: A white, full view storm door or a white, ¾ view storm door (may be self-storing, as appearance is similar approved styles)

Balconies will be inspected periodically. If repairs are needed, owners will be notified and given thirty (30) days to repair them. If repairs are not completed within the noted timeframe, owners will be fined.

BALCONY SPECS

Townhomes of Eastbrooke Balcony Specifications for Balconies Over Entry Ways

Prior to any work beginning the Eastbrooke Superintendent must be notified at 585/244-7599.

Complete restructures must obtain a Building Permit from the Town of Brighton and must be in accordance with all local building codes

1. Remove existing railing.
2. Disassemble existing balcony to expose all sub framing.
3. All existing non pressure treated lumber must be removed and cut back to be flush with the exterior side of the building's exterior sheathing.
4. Install proper underlayment (I.E. Tyvec or flashing tape) prior to installation of house ledger, to include Z flashing over J-Channel below ledger.
5. Install ledger board at house as typical deck installation following local building codes for fastening and installation, install Z flashing at the top of house ledger using custom bent aluminum flashing.
6. Ensure two posts are suitable for structural support (not rotted), posts having visible damage from weather or external forces must be replaced. If replacement is needed, the contractor must follow local building codes for all spacing and size requirements.
7. Install two 2x10 pressure treated framing perpendicular to building at posts as typical deck framing using approved teco brackets per local building code.
8. Repair siding below, if applicable, where existing sleepers ran perpendicular to balcony will include the installation of DOW foam board to match the existing thickness of DOW foam board already present on building; upon completion of fixing siding, aluminum "Z" flashing will be installed over the top of J-Channel directly below balcony and taped using proper exterior flashing tape. Siding color must match existing building color.
9. Standard pressure treated floor joists must be used and fastened to conform to local building codes for the Town of Brighton, Building Dept. of Monroe County. 16" floor joist spacing is required. (See #11 for joist spacing exception.)

Property Superintendent inspection of rough framing:

_____ Date: _____
(Signature)

BALCONY SPECS – OVER ENTRYWAYS (CONT)

10. Prior to installing any decking, “L” bend flashing will be installed up head/house wall a minimum of 6” and over new decking joists a minimum of 6”.
11. Decking may be installed at this time if this conversion is being performed. If diagonal placement of AZEC boards is used then the joist spacing has to be 12”. Eastbrooke requires the use of composite decking by AZEC. The chosen colors are as follows (end grains of decking materials will later be covered by new PVC trim)
From Azec Terra collection:
 - Sedona
 - Kona
 - FawnFrom Azec Harvest collection:
 - Medona
12. Install/re-install railing. White vinyl railing with square picket style spindles (see photo) is the only style approved by BOM. Railings must be installed per local building codes.
13. Install new CertainTeed Restorations Millwork PVC trims around fascia/skirting of deck to cover pressure treated lumber and the end grains of decking.
14. Install deck under carriage ceiling per manufacturer’s instructions manual; only approved style for this balcony to deck conversion is **UnderShield in beaded, white panels only (manufactured by Certainteed)**; which is a maintenance free vinyl ceiling product accepted by Eastbrooke Board of Managers.

Inspection by property Superintendent: _____ Date: _____
(Signature)

Certificate of Occupancy (C of O) is required from the Town of Brighton.
Upon C of O receipt a copy must be provided to
Kenrick Corporation, 3495 Winton Place, Bldg. D, Suite 4, Rochester, NY 14623

This is a basic specification. All current local building codes must be verified and followed. Current building codes supersede these specifications. If any requirements are above and beyond the included specifications, Property Superintendent must be notified.

**Townhomes of Eastbrooke Balcony Specifications for
Balconies with Tongue and Groove Ceilings, Flat
Roofing Materials and Carpet**

Prior to any work beginning the Eastbrooke Superintendent
must be notified at 585/244-7599.

Repair must be in accordance to all local building codes

1. Remove existing railing.
2. Remove old carpeting if present and existing roofing materials for disposal.
3. Inspect all sheathing for rot and deterioration and structural stability. If sheathing is compromised and needs to be replaced a full framing inspection of the sub structure should be performed at this time, any rotted, deteriorated and/or structurally compromised framing materials should be replaced and/or repaired in accordance with local building codes. Due to this style of balcony, with a rubber membrane, standard lumber may be used not pressure treated (exterior grade plywood should be used for sheathing replacement).

At this time the contractor shall review and fully discuss needed structural repairs with the homeowner prior to making any repairs.

Eastbrooke Superintendent must also be notified of intended repairs.

Contractor signature: _____ Date: _____

Homeowner signature: _____ Date: _____

Superintendent signature: _____ Date: _____

4. Prior to the installation of EPDM rubber roofing all fascia/skirt boards will be replaced with Restorations Millwork Trim by CertainTeed. All existing fascia/skirt board trim is required to keep the same existing dimensions as was removed.
5. The first two courses of siding should be removed for the purpose of wrapping the EPDM rubber up the head wall/house wall (rubber will be glued directly to exterior sheathing not over foam board). Also the aluminized boards on wall in which the railings are secured should be removed as well, to allow rubber wrap up wall; re-install upon completion of rubber installation.
6. Upon completion of framing and sheathing repairs EPDM fully adhered roofing membrane can be installed at this time. One piece rubber only.

BALCONY SPECS – TONGUE & GROOVE CEILINGS (CONT)

- Fiber board should be used under EPDM Rubber Membrane, fiber board (cello-tex) will be installed by using plates and screws as is typical for EPDM installation (note: if fiber board (cello-tex) cannot be used due to storm door height and risk of puncturing or scuffing rubber, plywood sheeting must be secured with exterior grade screws and inspected for splinters and/or nail heads that may puncture rubber prior to rubber installation).
- Proceed to fully glue down rubber ensuring a minimum of 12-16” wrap up house head wall and a minimum of 2” wrap around balcony perimeter to later be secured with 1 x 2 PVC trim.

Inspection required by property Superintendent before proceeding:

Date: _____
(Signature)

7. Reinstall siding on house wall to include board in which railings are secured. If Aluminum is damaged while removing and/or replacing the contractor will be responsible for repair/replacement.
8. Install/re-install railing. White vinyl railing with square picket style spindles (see photo) is the only style approved by BOM. Railings must be installed per local building codes. Use proper roofing sealant at bolt locations for railing posts (i.e. Lap sealant for EPDM rubber roofing system.)
9. Install “RUBBER” backed indoor/outdoor carpeting; colors approved by Eastbrooke BOM are neutral Greys or Browns only. Carpeting should wrap around edge of balcony a minimum of 2” covering rubber and secured to balcony using 1 x 2 rough cut cedar and/or wood grain PVC trim (white) as was existing around the exterior perimeter of balcony approximately 2-3” down from top of deck.
10. Ceiling repairs if needed due to rot and deterioration should consist of the use of 6” tongue and groove cedar planking as is existing.
11. If 4 x 4 posts trim needs replacement, and/or vertical supports in which connect the posts to house, Restorations Millwork Trim by CertainTeed must be used. All existing fascia/skirt board trim is required to keep the same existing dimensions as was removed.

Inspection required by property Superintendent upon completion:

Date: _____
(Signature)

This is a basic specification. All current local building codes must be verified and followed. Current building codes supersede these specifications. If any requirements are above and beyond the included specifications, Property Superintendent must be notified.

BALCONY SPECS

Townhomes of Eastbrooke Specifications for Conversion from Flooring to Decking for Balconies over Garages

This application should be used when a change is being made from a rubber and carpet application to composite decking application.

Prior to any work beginning the Eastbrooke Superintendent must be notified at 585/244-7599.

This is a complete restructure therefore a Building Permit from the Town of Brighton must be obtained and all local building codes must be followed.

1. Remove existing railing.
2. Remove and dispose of existing balcony to expose floor joists.
3. Remove drywall in garage ceiling as needed for proper installation of new 2 x 8 pressure treated floor joists, which will be cantilevered along current joists at least 6' from the plywood sheathing on the house exterior wall.
4. All existing floor joists will be cut back flush with exterior wall, flashing taped and covered with aluminum flashing. Original joists may not be exposed to exterior conditions in any way.
5. Repair siding below, if applicable, where existing sleepers ran perpendicular to balcony. This will include the installation of DOW foam board to match the existing thickness of DOW foam board already present on building.
6. Upon completion of siding repair, aluminum "Z" flashing will be installed over the "J" channel directly under the balcony and taped using the proper exterior flashing tape. Siding color must match existing building color.
7. Standard Pressure treated floor joists must be sistered and fastened to conform to local building codes for the Town of Brighton Building Dept. Floor joist spacing of 16" is required. (See #10 for joist spacing exception.)
8. Inspection by superintendent required prior to installation of new drywall to garage ceiling.

Property Superintendent inspection of rough framing:

Signature: _____ Date: _____

9. Prior to installing any decking, "L" bend flashing will be installed up head/house wall a minimum of 6" and over new decking joists a minimum of 6".

BALCONY SPECS – CONVERSION FROM FLOORING TO DECKING (CONT)

10. Decking is installed at this point. If composite decking is being used, the use of composite decking by Azec is required. If diagonal placement of AZEC boards is used then the joist spacing has to be 12". End grains of decking materials will be covered later by new PVC trim. The allowed colors are:

From Azec Terra Collection:

- Sedona
- Kona
- Fawn

From Azec Harvest Collection:

- Medona

11. Install/re-install railing. White vinyl railing with square picket style spindles (see photo in Deck, Fence and Balcony Handbook) is the only style approved by BOM. Railings must be installed per local building codes.

12. Install new CertainTeed Restorations Millwork PVC trims around fascia/skirting of deck to cover pressure treated lumber and the end grains of decking.

13. Install vapor barrier prior to installing new drywall in garage to match existing drywall thickness. Fire tape finishing of drywall is required.

14. Install deck under carriage ceiling **UnderShield in beaded, white panels only** (manufactured by CertainTeed); which is a maintenance free vinyl ceiling product accepted by Eastbrooke Condominium.

15. Final inspection is required by Property Superintendent at this time.

Property Superintendent final inspection of construction:

Signature: _____ Date: _____
(Signature)

Certificate of Occupancy (C of O) is required from the Town of Brighton.
Upon C of O receipt a copy must be provided to
Kenrick Corporation, 3495 Winton Place, Bldg. D, Suite 4, Rochester, NY 14623

This is a basic specification. All current local building codes must be verified and followed.

Current building codes supersede these specifications.

If any requirements are above and beyond the included specifications,

Property Superintendent must be notified.

APPENDIX TABLE OF CONTENTS

APPLICATION FOR A BUILDING PERMIT

TOWNHOMES OF EASTBROOKE CONDOMINIUM VARIANCE FORM

APPROVED FENCE EXAMPLES: FLAT TOP OR DOG EARED SHADOW BOX FENCE
STYLE - IN PRESSURE TREATED WOOD OR WHITE VINYL ONLY (BOM approved
8/2014)

APPLICATION FOR A BUILDING PERMIT



BUILDING PERMIT APPLICATION

Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618
(585)784-5250
Fax (585)784-5368

To be submitted with the building/demolition permit application:

- 2 copies of the instrument survey for the property in the original scale (not faxed, shrunken or enlarged) with the proposed project accurately scaled on it.
- 2 copies of building plans - ARCHITECT'S STAMP (wet seal) REQUIRED FOR MOST PROJECTS.
- Please note that anyone that plants, removes or maintains trees as a business must receive a registration certificate from the town.
- **Proof of Contractor's Worker's Compensation Insurance must be submitted with ALL Building/Demo Permit Applications**

PLEASE TYPE OR PRINT NEATLY. APPLICATIONS MUST BE FILLED OUT COMPLETELY

-
- 1) PROPERTY ADDRESS _____
 - 2) TAX ID _____
 - 3) OWNER OF PROPERTY _____
Address _____
City, State, Zip _____ Phone _____
 - 4) DESCRIPTION OF WORK TO BE DONE
Include As Applicable: Bldg. # _____ Suite # _____ Occupant Co. Name _____
Location in Building _____ Square Foot Area _____
Description of Work: _____

- Is the use of the space/building changing per NYS Building Code? Yes _____ No _____
If "Yes," describe change (e.g., office to retail) _____
- 5) SIZE OF PARCEL _____
 - 6) ESTIMATED COST OF JOB \$ _____
 - 7) PLANS DRAWN BY _____
Phone _____ Fax _____
 - 8) CONTRACTOR _____
Address _____
City, State, Zip _____ Phone _____
Worker's Compensation Insurance Submitted? Yes _____ No _____

VARIANCE FORM

Townhomes of Eastbrooke Condominium Variance Request Form

Submission of Plans to Architectural Guidelines Committee (AGC) or Board of Managers (BOM)

Review and decision by Architectural Committee &/or Board may take up to 30 days

Homeowner Name _____

Address _____

City/State/Zip _____

Phone(s) H _____ W _____ C _____

Email address _____

Date Submitted _____ Date Received by AGC/BOM _____

In accordance with the Townhomes of Eastbrooke Condominium covenants, easements, charges, and liens ("declaration & by-laws") and the rules and regulations, I request your permission to make the following changes, alterations, renovations, additions and/or removals to my unit:

Is this an amendment to a previous request? _____ If yes, approximate date of previous request: _____.

I understand that under the declaration, by-laws, rules and regulations, the committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the association/condominium.
2. All work will be done at my expense and all future upkeep will remain at my expense or future homeowner's expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Townhomes of Eastbrooke, its Board of Managers, its agent and the committee have no responsibility with respect to such compliance and that the Board of Managers or its designated committee approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.

8. I understand that a decision by the committee is not final and that the Board of Managers may reverse or modify a decision by the committee upon the written application of any owner made to the Board of Managers within thirty (30) days after the committee makes its decision.
9. The contractor is: _____.
Contractor must carry General Liability & Workers' Compensation Insurance to work on Eastbrooke property.
10. I have attached: (all could be selected)
 - ___A). A labeled, detailed drawing (to scale) or blueprint of plans
 - ___B). A copy of the proposal from the contractor with a detailed description of the work to be performed with product information (i.e: proposal, brochures, pamphlet, tear sheets)
 - ___C). A copy of insurance certificate from contractor showing **General Liability & Workers' Compensation Insurance** coverage in effect at the time the work will be performed.

HO Initials **The on-site Superintendent must be contacted at 585/244-7599 for inspection prior to work beginning, (possibly during), and following work completion.**

Homeowner Signature: _____

Action Taken by Architectural Guidelines Committee (AGC) or Board of Managers

Date of Action: _____

_____ Approved as Requested

_____ Approved with the Following Exceptions

_____ Disapproved Based on The Following

Work to be completed within 30 days of variance approval. Any work not started on or before _____ is not approved and later construction must be subject to re-submittal to the Board.

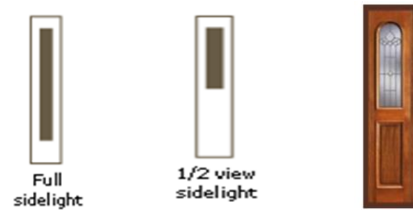
Townhomes of Eastbrooke Condominium Board of Managers

Townhomes of Eastbrooke - Condominium I, II, & III
Variance Request Approved Styles for use in Eastbrooke — updated 8/2014

Front Doors: There are three approved styles.
Style #1 is a 6 panel door w/no windows
Style #2 is a 6 panel door w/windows
Style #3 is a 4 panel door w/half-moon shaped window at the top. Steel or fiberglass, prefinished.
 Staff will paint door in appropriate color to match building



Sidelights: There are three approved styles.
Style #1 is a plain, full length glass panel.
Style #2 is a plain half-length glass panel.
Style #3 is a half-length glass panel rounded panel at the top.
Steel or fiberglass, prefinished.
 Staff will paint door in appropriate color to match building



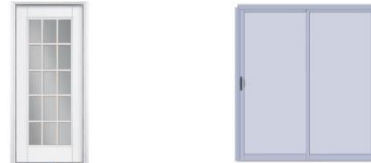
Rear Doors: The only approved style is a **half window style.**
White is the only approved color. Must be pre-finished.



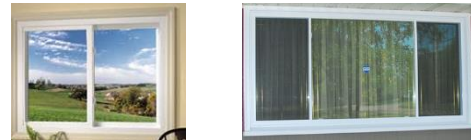
Storm Doors: The only approved styles are a **full or 3/4 view glass door.** Doors may be self-storing as long as they do not differ radically in appearance from the approved full or 3/4 view.



Balcony Doors: The approved styles are a **white 15 panel glass door or a white all glass sliding door.**



Windows: A **white slider style** is the only window style approved for use in Eastbrooke.



Sliding Glass Doors: The only approved style is a **white slider, no grills/mullions.**



Garage Doors: The only approved style is a **solid, flush door, with no panel decorations of any kind.** Doors will be painted by Eastbrooke staff to match the color scheme of the building. **Must be pre-finished.**

Garage Door Openers: Must be suspended from garage ceiling, not mounted on ceiling.

**APPROVED FENCE STYLES
WHITE VINYL OR PRESSURE TREATEDWOOD**

WHITE VINYL OR PRESSURE TREATEDWOOD FLAT TOP, SHADOW-BOX FENCE



WHITE VINYL OR PRESSURE TREATEDWOOD DOG-EARED, SHADOW-BOX FOR FENCE

