

**SNOWCREEK CONDOMINIUM ASSOCIATION, INC.
POLICY AND PROCEDURE GUIDELINES FOR COMMON AREA
MODIFICATIONS AND/OR ALTERATIONS**

INDEX

Definition	p. 1
Cost Fee schedule	p. 1
General Guidelines	p.1-5
Screen/Storm Doors Guidelines	p. 6
Garage doors Guidelines	p. 6
Windows Guidelines	p. 7
Patio doors Guidelines	p. 7
Front Door Guidelines	p. 8
Over-the-air reception devices Guidelines	p. 8
Fireplace Guidelines	p. 9-10
Washer/Dryer Installation Guidelines	p. 10
Real Estate Signage Requirements	p. 11
Application	p. 12
Instruction	p. 13
Agreement of Indemnification	p. 14
Acknowledgement Form	p. 15

Contact:

Snowcreek Condominium Assn.
Board of Directors
P.O. Box 7
Sun Valley, ID 83353

Phone (208) 622-2124
Fax (208) 622-2141

Revisions:

September 2012

**SNOWCREEK CONDOMINIUM ASSOCIATION, INC.
POLICY AND PROCEDURE GUIDELINES FOR COMMON AREA
MODIFICATIONS AND/OR ALTERATIONS**

Definition (from the Snowcreek Condominium Declaration) paragraph as follows:

- Section 2.2 Unit. “Unit” means the separate interest of a condominium as bounded by the interior surfaces of the perimeter walls, floors, ceilings, window and doors.
- Section 2.3 Common areas. “Common Area” means the entire project excepting all units.

A. Owners do not have an absolute right to make Common Area Modifications. Any proposal to either modify or alter any of the existing Snowcreek structure or Common Area property must be submitted to the Board of Directors for their review and approval. The Board of Directors may, at their discretion, either act as an Architectural Control Committee (ACC) or appoint a separate ACC to act in an advisory capacity. However, authority for final approval or disapproval of such applications rests with the Board of Directors.

NOTE:

Homeowners who make modifications to the Common Area without following the procedures established in this Policy and Procedure Guidelines will be responsible for all Administrative Costs incurred, with a minimum charge of \$500.00, when correcting the illegal modification at their own expense.

Modification applications submitted to the Board of Directors should be provided to the Condominium Operations office by March 1, for the Spring construction period, and by August 1, for the Fall period.

- B. Any applications or proposals submitted for approval must be submitted to the Condominium Operations office on behalf of the Board, and **must contain eleven (11) copies** of the following items:
1. Plans/specifications for applications for permanent fixtures to Common Area property must include detailed drawings of all item(s) to be installed or attached;
 2. Permanent fixtures added to Common Area property shall conform to plans approved by the Board for such fixtures.
 3. Unless waived by the Architectural Control Committee or the Board on a case by case basis drawings or blueprints must be prepared by an Idaho Licensed architect or Landscape architect as appropriate.
 4. For any modification request which alters the exterior building, provide an enlarged site plan of the project and its adjoining neighboring buildings at a scale of not less than 1/8" = 1'-0". This plan should show the existing site features including trees, rock outcroppings, streams, bushes, etc. as well as all of the buildings and decks.

5. In case of additions and/or installations to the property, the Board reserves the right to approve a standardized plan and require similar additions to Common Area property to be in conformity with the standardized plan approved by the Board; and, the Board reserves the right, should it so choose, to seek consultation from an architect at the expense of the owner seeking the modifications.
 6. If existing landscaping and irrigation piping is disturbed it shall be replaced/moved in accordance with a plan prepared by the Snowcreek Association Landscape Architect. Construction work shall be performed by the Association landscape contractor. All costs in connection with landscape and irrigation work shall be the Owner's sole expense.
 7. Any addition of a gas appliance (cooking range, gas stove, gas fireplace insert, etc.) shall require Board approval and the mandatory addition of a gas meter at the expense and in the name of the Owner's name.
 8. Any necessary relocation of gas, electricity or other utility service equipment in the Common Area shall be carefully indicated on the Architectural Drawings, and such relocation shall be coordinated with the appropriate Utility Company by the owner and his construction contractor. The expense of any required utility equipment relocation shall be paid by the owner requesting the Common Area Modification. Such alteration shall not change the character or appearance of either the modified or adjoining unit or make the equipment more visible than it was prior to modification.
 9. Any Common Area modifications that entail upgrading plumbing work to new City and State codes shall add a WATER shut-off valve to which access can be achieved in an unlocked area above floor level, and within the unit. This pipe separation will alleviate many unfortunate winter incidents and allow for water shut-off whenever desired.
- C. A notarized "AGREEMENT OF INDEMNIFICATION" from the owner of the unit indemnifying Snowcreek Condominium Association, Inc. as to any damages or injuries suffered as a result of the proposed modification or alteration to the Common Area structure or property. The attached, standard "Agreement Of Indemnification" has been approved by the Board for this purpose. **(The Condominium Operations Office must receive the original document)**
- D. The following fees cover administrative costs for processing and review of Owner applications, pre and post-project inspections and are required to cover costs that cannot be assumed by the Snowcreek Condominium Association. These fees are due at the time an application for modification is submitted. Fees are not returnable, either in whole or in part, for any reason and do not carry over for more than three consecutive Construction Periods.
1. A letter requesting Board approval of all proposed change(s) along with pertinent information to assist the Board in making a decision or granting approval.
 2. A standard fee of **\$250.00** must accompany any request for common Area modifications, any related later addition incurred cost(s) to the Association, such as architectural, engineering, legal, or any other professional fees, will be borne by the homeowner.

Applications not requiring payment of a fee:

- Screen door replacement
 - Existing window replacement
 - Entry door replacement
 - Sliding glass door replacement
 - Voluntary waterline/pipe separation and installation of an accessible above floor water shut-off when it is not part of a larger remodel.
- (See Guideline Standards for these replacements - below)

3. A Completed "Application For Common Area Modification And/Or Alteration" (attached).
 4. Proof of liability insurance is to be supplied by every contractor to be involved in the requested common area modification project.
- E. Please note that, under no circumstances are any vehicles to cross or use as access the pathways throughout the complex, nor are the pathway barriers to be removed under any circumstance in order to allow easy access for the purposes of construction, etc.
- E. Upon approval from the Board, and prior to start of any construction work, a building permit from the appropriate governmental authority and a proposed schedule of construction time--including start-up date and length of time of construction--must be obtained.
- F. Upon written notification from the Board of Directors that the request has been approved, it will be the responsibility of the homeowner to comply with the following requirements:
1. A monitored Rate-Of-Rise Heat Detector/Alarm System is installed in each Snowcreek condominium. Owners must notify their Contractor(s) to be aware of this so that no damage occurs to this system. If a modification requires relocation of this system, the Owner's Contractor(s) must notify "Sentinel Fire & Security", Box 3368, Ketchum, ID 83340, (208) 726-4788, to arrange for any relocation work.

NOTE: Any and all costs incurred by the Association for any maintenance to this system, plus any and all costs incurred for repair(s), replacement of any part(s), any damage and/or new materials, cut wiring damage, etc., to the detector system, installation of a new system due to damage, or other maintenance which may be required as a result of work requested by the Owner to be done, will be billed back to the Owner and will be totally at the Owner's expense.

Also note, damage to this system activates a response from the Sun Valley fire Department as well as "Sentinel Fire & Security". Any charges to the Association for **ANY** response to false alarms will also be billed to the Owner.
 2. As in any exterior addition, the Owner is responsible to repair all lawn and irrigation damage. Owner must advise their Contractor(s) that, prior to performance of construction of any Common Area change proper notice must be given to the Association's landscape contractor regarding **ALL** Common Area construction which may infringe on or in any way would affect existing landscape area, equipment or plantings. Costs incurred in any change to the landscaping, sprinkler system, etc., are to be borne by the Owner requesting such changes.

However, whether or not proper notice is given to the landscape contractor by either the Owner or the General Contractor prior to any construction, expenses incurred by the Snowcreek Association after construction will be borne by the Owner for restoration, repair, replacement, addition, etc.

3. Costs will be billed back to Owner to cover expenses incurred by the Association in order to restore, replace, repair or modify landscaped area. Such costs may be significantly greater if incurred after construction completion rather than prior to commencement of such work.
- G. All workmen and their equipment (i.e., painters, carpenters, etc.) must adhere to the following restrictions/regulations of the Association while performing work within the complex:
1. Workers are NOT ALLOWED to bring dogs or other pets to the work site.
 2. Parking of worker's vehicles is to be coordinated and under the direction of the Snowcreek Resident Manager.
 3. Workers are not to bring radios, stereos, etc. to the work site.
 4. Storage of materials at the common areas related to the work site is not permitted.
 5. Working hours must be in compliance with the ordinances, rules and regulations of the City of Sun Valley.
 6. Contractor is responsible for reasonable security while doors are unlocked and/or open for work performance, etc.
 - a. Contractor must lock all doors before leaving the work site.
 - b. Contractor is responsible for security of all keys while keys are in his possession or in the possession of any of the Contractor's Sub-workers.
- H. All changes (interior and/or exterior) must remain in scale and proportion to the rest of the unit and/or building, and must be in scale and proportion to the standards established by the Snowcreek Association.
- I. No Common Area changes will encroach upon the privacy of any other homeowner/unit.
- J. No Common Area changes will block the view corridor of any other homeowner/unit.
- K. Common Area changes must maintain a uniform look on the building exterior and throughout the complex by using the same materials and ornamentation of the existing building and by maintaining the scale and proportion of the standards/limitations established by the Association.
- L. Following completion of the work, the builder must furnish to the Board a certification that work has been completed in accordance with the plans/specifications submitted by the contractor and approved by the Snowcreek Board of Directors.

- M. Any Architectural Control Committee or Board approved modifications or alterations to Snowcreek Common Area property must be commenced within twelve (12) months after approval by the Board of Directors or such approval will be automatically withdrawn and re-application must then be made by the owner to the Board for their approval.

Any construction work and/or any changes to Common Area property in Snowcreek (**either interior or exterior**) must take place and be completed during the next three possible construction periods. Construction Periods and Application Submittal Times: There are two construction periods during which construction must be completed, one in the Spring from April 1 to June 30, and one in the Fall from September 10 to December 10. Applications for the Spring period should be received by no later than March 1, and for the Fall period, no later than August 1.

- N. The dates of the allowable construction periods are April 1 to June 30, or September 10 to December 10, following the date of granting of said approval, or within one and one half years of the date of approval.

NOTE: ABSOLUTELY **NO** CHANGES REQUIRING BOARD APPROVAL WILL BE ALLOWED TO TAKE PLACE AT ANY TIME OTHER THAN THE TIMES HEREINABOVE SPECIFIED.

YOUR COOPERATION IN ALL THESE MATTERS
WILL BE GREATLY APPRECIATED.

THANK YOU.

SNOWCREEK CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS

SNOWCREEK COMMON AREA GUIDELINES FOR SCREEN/STORM DOORS

New doors and replacement doors must be changed out/replaced with the **LARSON MODEL 288 SS VALUE CORE, SELF STORING DOOR.**

The door is a high-impact-resistant solid wood core door including a maintenance-free aluminum clad exterior with permanent baked-on enamel finish, heavy duty Reversa-Hinge for right or left mounts and self-storing screens.

Upper two-thirds of door has the 3-panel aluminum metal, plain edge storm/screen door with upper 1/3 section a screen/sliding glass insert panel, the middle 1/3 section a solid glass panel, and the bottom 1/3 section a solid metal kickplate

Door color to be Earth-tone brown.

Order direct at AC HOUSTON
320 N. Lewis Dr.
P.O. Box 2236
Ketchum, ID 83340
208-726-5616

or IDAHO LUMBER
921 Airport Way
Hailey ID 83333
208-788-3333

Board approval not needed provided Association standard is used.

**SNOWCREEK
COMMON AREA GUIDELINES FOR GARAGE DOORS**

The policy of the Board of Directors is to replace garage doors when they are no longer working properly or are damaged to the point of no repair. A homeowner that wishes to replace his/her garage door at their expense must make application and be approved by the Board of Directors.

The Snowcreek Association Garage Door Standard is the following:

Overhead Door Corporation
Series # 391
Raised panel, insulated steel door

color - White

Garage Door must be primed and painted and/or stained to match finish/color requirements of existing building.

Door trim must be the same size as original garage doors.

Any new wood trim installed must be painted and/or stained to match finish/color requirements of the existing building. Paint colors can be received from the Association office.

SNOWCREEK COMMON AREA GUIDELINES FOR WINDOWS & PATIO DOORS

1- WINDOWS

New windows and replacement windows must be replaced with windows manufactured by **EAGLE WINDOWS** or **MILGARD SERIES 1120 WINDOWS**. Milgard Series 1120 windows are aluminum-framed units that are very similar in appearance to the original windows in the Snowcreek Condos. These windows are **not** as energy efficient as the Eagle windows, but are significantly better than the original windows. Milgard Series 1120 windows are the less expensive of the two window options and will be the standard replacement window in the event that window replacement costs are to be covered by the Snowcreek Condominium Association. Concerning the replacement of a defective window, if the owner elects to upgrade to Eagle windows, the difference will be at the expense of the homeowner. All new and replacement windows must follow these specifications:

- Aluminum color on the exterior will be dark brown (bronze) in color only.
- Fixed windows must be replaced with new fixed windows, unless specific authorization is obtained from the Architectural Control Committee to install sliding windows.
- Sliding windows must be replaced with new sliding windows (Glide-bys)

The standard interior on Eagle products is stain grade pine, although other options are available to match your interior.

EAGLE windows and Milgard windows are both available at Glass Masters 726-1420 and View Point Windows 726-2213.

**Only Architectural Control committee approval needed if Association standard is used.*

(Nov. 2010)

2- PATIO DOORS

New patio doors and replacement patio doors must be replaced with one of these:

- EAGLE patio door, available at Glass Masters 726-1420 and View Point Windows 726-2213.
- PELLA patio door (Local distributor in Ketchum: 1007 Warm Springs Road, 208-726-0060, Patrick Cox). Two choices available Designer Series (includes between-the-glass blind) and ProLine, interior wood to be stained to customer's choice.
- Milgard Series 1120, thermally broken, aluminum clad, bronze color exterior, also available at Glass Masters 726-1420 and Viewpoint 726-2213.

Patio door must be replaced with sliding patio doors (not French doors) and Aluminum Bronze exterior.

**Only Architectural Control committee approval needed if Association standard is used.*

(Feb. 2011)

SNOWCREEK COMMON AREA GUIDELINES FOR FRONT DOORS

Front doors must be replaced with an all wood slab door, hung in hemlock jambs, described as follow:

- Exterior of slab door to be primed and painted to match building. Painted exterior door face is to be plain- no ornamentation, no routing, no added panels- PLAIN. All sides of door including edges must be primed and/or sealed to prevent warping. Check with Condo Ops for paint color.
- 3'0" x 6'8" - 1¾ Solid core wood. Pre-hung in 6 9/16" exterior hemlock jamb with 4x4 us10b ball bearing hinges. Oak/bronze adjustable sill sweep/weather strip. No brick mold, single bore.
- Door Lever must be *Schlage* Omega #619 in "oil rubbed bronze".
- Door Dead Bolt must be *Schlage* #B360 in "oil rubbed bronze"
- Door Knocker (Optional) must be *Ives* #02-3125 Series in "oil rubbed bronze" with optional viewer.

Available at AC HOUSTON Lumber Company
 320 N. Lewis Dr.
 P.O. Box 2236
 Ketchum, ID 83340
 208-726-5616 (Phil)
 208-726-1206 fax

**Only Architectural Control committee approval needed if Association standard is used.*

SNOWCREEK COMMON AREA GUIDELINES FOR OVER THE AIR RECEPTION DEVICES

The Snowcreek Condominium Association provides all owners with expanded basic cable TV service. Additional programming services as well as Broadband I

Internet services are available for owners who want them, at their own expense.

Satellite antenna and other over-the-air reception device installations are prohibited on common areas such as roofs, chimneys, exterior walls and grounds.

Any antenna or device installation must be completely within the confines of an owner's exclusive use area. This includes decks and patios.

Antennas or devices may not extend beyond the rail of a deck or beyond the wall or boundary of a patio.

Antennas or devices must be a color that blends in with the color of the building.

Holes may not be drilled through common exterior walls.

All installations must comply with current code and safety regulations.

FIREPLACE REPLACEMENT/FIREPLACE ALTERATION/FIREPLACE INSERT/FIREPLACE CONVERSION FROM WOOD TO GAS BURNING.

The following standards pertain to both wood burning fireplaces and to fireplace conversions from wood burning to gas burning configuration. The intent is for converted gas burning fireplaces to meet the same architectural, safety and code standards as do wood burning fireplaces.

Because of the inherent common area access and unique fire safety and structural pertaining to fireplace remodels, complete and detailed fireplace remodel project plans and drawings by a licensed Idaho architect must be presented to the Board of Directors for Board approval prior to commencing any such project. As with all other common area construction applications, the Board of Directors may seek input from Architectural Control Committee. All fireplace project constructions must also meet City of Sun Valley building, fire and safety codes, with interval permits to be obtained during construction and before final closure of the chimney chase.

As with other common area structural modifications, those related to fireplaces require approval by the Association Board of Directors and application for such change or alteration shall be accompanied by:

1. A complete description of the work to be done. For replacement of an existing fireplace assembly with, please specify as to whether the installation is to be done from the inside the condo unit, or from the exterior through the chimney chase.
2. Provide enlarged floor plan with complete dimensions of proposed fireplace/hearth/mantel installation.
3. Provide enlarged interior elevation with complete dimensions of proposed fireplace, hearth, and mantel (if applicable).
4. Provide complete fireplace section drawing (at scale no less than $\frac{3}{4}''=1'-0''$) describing the proposed fireplace, fireplace hearth, and fireplace mantel (if applicable) installation. Include all details and material specifications for all products to be used to conform to the manufacturer's installation specifications for the specific fireplace to be used. Include all noted and specifications for the appropriate floor, hearth, wall, chimney chase, and roof assemblies and materials, conforming to current building and fire code to be built. Provide complete structural details and notes required for this installation.
5. Provide copy of the complete manufacturer's specifications and installation guidelines for the proposed fireplace to be installed.

The state of Idaho requires that manufactured fireplaces be installed only by personnel certified by the state to perform such work. The installer is required to obtain the appropriate permit from the state inspector before starting the job and to obtain a final inspection approval upon completion. Owners are responsible for verifying that their intended installer is State-certified contracting for the work.

When fireboxes are replaced via the building exterior, the code-compliant fire resistive integrity of the interior of the chimney chase must be restored. The City of Sun Valley has jurisdiction over the chimney chase itself. Any fireplace change or conversion from Gas to Solid Fuel burning "appliance" chimneys shall be protected on the flue side within a shaft or chase as required for one-hour fire resistive construction." [Sun Valley Building Code Subsection 3102.5.4]

Because of the potential for building fires from embers and/or hot gases escaping from manufactured fireplace flues located within existing wood framed chimney chases of the Snowcreek Condominium buildings, when manufactured fireplaces are replaced within these multi-family buildings, the Board requires protection of the building by requiring the applicant to line the existing wood-framed chimney chase with fire-taped, 5/8" type "X" gypsum wall board. This mandatory, code-compliant, installation of fire-taped, 5/8" type "X" gypsum wall board improves the fire-resistive integrity of the interior of the existing chimney chase.

Any fireplace change shall provide protection to the existing chimney chase wood framing on the interior/flue side within a shaft or chase lining as required for one-hour fire resistive construction.

Exterior siding may be re-used if it is not damaged during the removal, and if it not deemed acceptable for re-use by the Architect Consultant. Siding that is re-used, new siding, and other building siding whose finish has been damaged by the firebox replacement procedure shall be treated, and re-painted according to Association specifications. Inspection of the finished exterior by the Association's Architect Consultant may be requested by the Association and expense related to this inspection and any repairs deemed necessary will be at the expense of the owner.

Conversion from wood burning to gas burning fireplace:

The gas conduit(s) necessary with a conversion from a wood to a gas burning fireplace should be concealed within the walls of the unit and within the siding of the building to a point as close as possible to the exterior gas meter location. The course of such conduit(s) should be clearly apparent in the architectural plans / drawings for the project.

WASHER & DRYER INSTALLATION REQUIREMENTS:

- All Homeowners proposing to install or replace an individual washer / dryer unit are required to receive plan approval from the Association prior to the commencement of the work.
- All work shall be completed in compliance with the Policy and Procedure Guidelines.
- The installation must include an overflow pan under the washer to contain a water spill or broken water supply line.
- The pan must have a drain line that either drains to the outside or drains into an existing sanitary drain line. If the drain line runs to the exterior, the overflow drain must be made of black plastic pipe. If the drain is connected to a sanitary sewer line, the drain line must have a trap and trap primer.
- The supply valves must be in a location so the valves can be shut off without moving the entire washer / dryer out of the enclosure.
- The exhaust vent from the dryer must vent to the outside and not into the cold attic space or the crawl space below the Unit. The vent line shall be made of galvanized metal. The vent shall terminate at the outside with a galvanized drip cap and back-draft damper painted to match the surrounding wall color.
- All plumbing and electrical work shall be provided by Idaho licensed contractors.
- Prior to any water shut-off, 24-hour prior notification must be provided to all impacted Homeowners within the building. Written notice should also be posted at the building entry.
- All water related damage is the responsibility of the Homeowner of the failed appliance, construction or installation.

REAL ESTATE SIGNAGE REQUIREMENTS

One "For sale" sign, no larger than 24 x 18 inches (standard size), may be displayed on the lower margin of either a lower level window or on the glass portion of a screen door of the unit for sale, facing the closest walkway. No other For Sale signs may be displayed anywhere else in the Snowcreek complex except during the hours an Open House is being conducted (see below).

For upper level only units, one standard size For Sale sign may be displayed at the lower margin of the window facing the walkway at the stairwell entrance on level one.

For Sale signs may not be fixed to any portion of the common area, such as doors, siding, railings, decks, patios or lawns without an explicit exception from the Board of Directors.

During the hours when a For Sale Real Estate "Open House" is being conducted, three free standing standard sized "Open House" signs may be displayed on Snowcreek property:

One near the entrance to the Snowcreek property at Dollar Road.

One near the beginning of the nearest walkway to the unit for sale.

One near the entrance to the unit for sale.

Open house signs must be free standing: - No Open House signs may be fixed to siding, doors, patios, decks, etc.

No real estate signs other than for "For Sale" signs may be displayed in or adjacent to any unit, such as, "For Rent", "For Lease", "Sold", "In Escrow", etc.

(8/22/12)

**APPLICATION
FOR
COMMON AREA MODIFICATIONS AND/OR ALTERATIONS**

SUBMIT THIS APPLICATION TO:

SNOWCREEK CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS
P. O. BOX 7
SUN VALLEY, IDAHO 83353

Note: Should be submitted by March 1, for the Spring construction period, and by August 1, for the Fall period.

NAME: _____ DATE _____

ADDRESS: _____

UNIT #: _____ TELEPHONES: (RES) _____

(LOCAL SV) _____

ARCHITECT: _____ PHONE: _____

CONTRACTOR: _____ PHONE: _____

Detailed description of proposed modification(s) and/or alteration(s):

(If additional space is required, please attach separate sheet of paper)

SNOWCREEK CONDOMINIUM ASSOCIATION, INC.
APPLICATION FOR COMMON AREA MODIFICATIONS/ALTERATIONS
Page 2

INSTRUCTIONS:

1. Complete this form in eleven (11) copies.
2. Attach cover letter and architectural drawings or blueprints to these eleven (11) copies.
3. Deliver or mail this completed application and your application fee (if applicable) to the Snowcreek Condominium Association Board of Directors (P.O. Box 7, Sun Valley ID 83353).

(Attached are the "Policy And Procedure For Common Area Modifications And/Or Alterations", the "Agreement Of Indemnification" and the "Acknowledgement Form" documents which should be completed by the applicant and should accompany this application when submitted for approval).

4. Attach copy of General Contractor Certificate or proof of Liability Insurance.

WHAT TO EXPECT WHEN AN APPLICATION FOR MODIFICATION IS SUBMITTED:

1. Time to process may take up to three weeks or more because after receipt of the application or proposal the Condominium Operations office will forward the proposed change(s) together with the pertinent information to the members of the Architectural Review Committee. They will submit their recommendations and comments to the Board of Directors for a final decision. At least five (5) Board Members must approve or disapprove the application, and then the final decision will be mailed to the applicant.
2. Not all applications are approved by the Board alone. If a structural change is to be made, it will probably need the approval of the Sun Valley Planning & Zoning Commission as well as the Snowcreek Board of Directors and the Sun Valley Residential Area Design Review Committee Chairman. If P&Z approval is required, necessary forms and procedures will have to be completed and complied with accordingly.
3. There are some requests that will not be approved. To give a few examples: changes to exteriors that are different than existing exteriors -- such as doors or windows; also, no approval will be given for modifications that would increase the Association's liability -- such as an exterior hot tub.
4. Ask questions first! Any Board Member would welcome the opportunity to discuss your plans with you prior to spending any money for architects, contractors, permits, etc., in order to be sure it would be a modification that could and would be approved.

**SNOWCREEK CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS**

SNOWCREEK AGREEMENT OF INDEMNIFICATION

WHEREAS the undersigned certify that they are the record owner(s) of Snowcreek Condominium Unit(s) #_____, Sun Valley, Idaho, and are members of the Condominium Association (the Association); and,

WHEREAS they have requested permission and consent from the Association to make and perform said modifications/alterations to said Unit(s) #_____, as described in the "Application For Common Area Modifications And/Or Alterations" attached hereto, the undersigned, by these presents, agree to indemnify and save harmless the Association of and from any and all costs incurred in performing said modifications and/or alterations, and any and all damage and/or additional cost of maintenance incurred as a result of said performance and of said modifications and/or alterations, directly or indirectly, resulting to the common areas and property of the Association by reason of said modifications/alterations. Should any common area modification and/or alteration result in the exclusive use of any common area by the unit owner, it is understood that such common area property shall not become a part of the hereinabove described Unit(s) #_____. The boundaries of said Unit(s) #_____ will remain unchanged and unaffected by common area modifications and/or alterations performed;

NOW, THEREFORE, this Agreement Of Indemnification shall be binding upon the undersigned herein as well as any and all subsequent owners of said Unit(s) #_____, and shall run with the land.

IN WITNESS WHEREOF, I/we have affixed my/our signature(s) below on this _____ day of _____, 20__:

STATE OF: _____

County of: _____

On this ____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared

_____ personally know to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Notary Public for Idaho

Residing at _____

My commission expires: _____
(SEAL)

**SNOWCREEK CONDOMINIUM ASSOCIATION
POLICY AND PROCEDURE GUIDELINES
ACKNOWLEDGEMENT FORM**

I (we) acknowledge that I (we) have read and understood the Snowcreek Policy and Procedure Guidelines for Common Area Modifications and/or Unit Modification for the Snowcreek Condominiums and I (we) consent to comply with and be bound by these guidelines.

Further, if approval for the requested Common Area Modification is granted by the Snowcreek Association (Snowcreek Board of Directors), I (we) acknowledge that it is my (our) intent to comply with any conditions and/or stipulations contained within the Approval letter.

I (we) understand that with any Common Area Modification approval, (exceptions: deck extensions, window replacement/additions, structural interior changes) my (our) units point value may be re-adjusted accordingly if the Common Area is increased or decreased to reflect the modified unit's new point value (percentage of interest in common area). This in turn may cause all other units in the Snowcreek Association to be re-adjusted also.

I (we) understand that at the time of completion of the approved modification if the Common Area is increased or decreased the Association may have my unit re-platted and the cost for re-platting will be at my (our) expense.

Also, I (we) understand, acknowledge and agree that I (we) will be responsible for, and agree to promptly pay upon the request of the Association, any additional Architectural Consultant fees, additional professional consulting fees and administrative fees and not covered by the Application fee, and any and all attorney's fees incurred by the Association to enforce compliance with the Approval Letter, Guidelines and/or advice concerning any legal issues regarding the modification

Snowcreek Unit # _____ **Date** _____

Owner Signature(s) _____

(All owners should sign)

Notary Public

(Seal)

For the State/County of _____

Commission Expires _____