

# **RULES FOR DECKS AND TERRACES**

## ***FROM THE BOARD OF DIRECTORS***

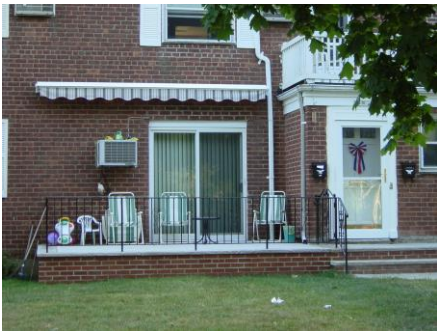
Effective January 1, 2004

### **MAINTENANCE & SAFETY OF WOOD DECKS & TERRACES**

The board of directors has worked diligently at making the process of value-added improvements a reality here in Glen Oaks Village. Our vision has met with enormous success and many families are now installing decks & terraces. We usually refer to decks as first floor structures and terraces as second floor structures. Through our alteration agreement we are able to make sure that construction complies with all of our house rules and NYC building codes. Once a deck or terrace is constructed your responsibility just begins. Maintaining your deck or terrace to insure the integrity, safety and esthetic appeal of these structures is important. Deck & Terrace inspections are periodically done by Glen Oaks Village and any problems identified will be brought to your attention and you will be required to make the appropriate repairs.

### **SYNTHETIC WOOD FOR ALL TERRACE CONSTRUCTION (2<sup>nd</sup> Floor) & BRICK & LIMESTONE FOR ALL DECK CONSTRUCTION (1<sup>st</sup> floor)**

All decks and terraces in Glen Oaks are now required to be constructed of synthetic wood or brick. Both these materials are strong and maintenance free. Synthetic wood products do not need to be stained, sealed or painted are resistant to insects, rot and decay and are fire retardant. Synthetic wood decks usually come with long-term warranties. Long term care of these structures is significantly less costly to maintain than wood. For the first-floor units, the brick and limestone deck as shown in the photo to the left will be the required construction method in Glen Oaks Village. We have promulgated the following rules which are subject to changes and revisions by the Board of Directors.



Effective January 1, 2004 all 2nd floor terrace construction must be done with synthetic wood & all 1st floor deck construction must be done with brick & limestone.

**1<sup>st</sup> FLOOR FRONT DECKS** must be constructed of brick and limestone. Exceptions to this rule will be made when deck elevation issues make such installations impractical. Ground level patios using pavers or synthetic materials (white, grey or redwood) will be permitted and the color must be indicated on your alteration agreement.

**2<sup>nd</sup> FLOOR FRONT TERRACES** must be constructed of white synthetic materials and the columns must be covered with a vinyl "column like" covering.

**REAR DECKS & TERRACES** must be done with brick and limestone or constructed of synthetic materials in Redwood color only.



Synthetic Red-Wood Color Samples

**RECONSTRUCTION OF PRE-EXISTING TERRACES THAT WERE BUILT AS PART OF THE ORIGINAL CONSTRUCTION OF GLEN OAKS VILLAGE** are subject to certain rules which apply to these structures and the shareholders that own these apartments. These 2<sup>nd</sup> floor front terraces were built with the original construction and in some areas access to the terraces have been removed. If you wish to reconstruct this terrace or create a new doorway to it, you will need to submit an alteration agreement. You will be responsible for all costs associated with your project. Decking and railings must be similar to those used in our other terraces.

**GENERAL GUIDELINES FOR INSTALLATIONS OF DECKS & TERRACES**

All alteration agreements for decks and terraces are reviewed on a case by case basis. Things we look at are aesthetics, symmetry, types of material used, building sight lines, effect on neighboring apartments, garden areas, etc. Guidelines must be followed and can only be waived or altered on a case by case basis by a properly approved alteration agreement. These guidelines and rules are subject to change at any time by the Board of Directors.

***DECKS – Following Rules Apply to Ground Level apartment Decks only.***

1. Front decks are to be constructed of concrete, brick and limestone. Rear decks may be constructed with similar materials or with synthetic wood in “redwood” colors only.
2. Must conform to building symmetry, sight lines and building aesthetics.
3. Generally, should not extend further towards the front of the building than the top step of the apartment stoop.
4. Any previously constructed wood deck must be treated with a similar color exterior deck stain or paint when necessary. Since the same color is being used, an alteration agreement is not required. Any painting or staining other than the original color must be approved by an alteration agreement.
5. The synthetic wood slats & lattice used on decks must be similar to those used on other 2<sup>nd</sup> floor terraces in our community.
6. Concrete decks must have railings and the brick and mortar must match our buildings.
7. Synthetic materials must be used on all readily visible parts of the deck except the posts. The posts, headers and any other parts of the deck that are not synthetic materials must be painted or stained the same color as the synthetic materials used.
8. If the deck has steps, then a concrete landing (base) must be used to anchor the steps to the ground. If there is a sidewalk in close proximity to the deck, you will be required to connect your stairs to such sidewalk.
9. The Board will make final decisions and approvals on the location and construction of all decks and terraces when issues arise.

***TERRACES – Following Rules Apply to 2<sup>nd</sup> Floor apartment terraces only:***

1. Front terraces must be constructed of white synthetic materials. Rear terraces must be constructed of synthetic materials in “redwood” color only.
2. Must conform to building symmetry, sight lines and building aesthetics. Split terraces, where only 1 side of a vestibule roof is having a terrace constructed should come out towards the front of the building no further than current footprint of the vestibule roof. A split terrace may not protrude further than the vestibule gutter of the adjacent unit. In other words when looking at the split vestibule roof from the front of the building, the drainage gutters that run along the base should be a straight run. The Board will consider allowing terraces that extend further than the vestibule gutter if requested.

3. Rear Terraces are generally limited to 10' out from the building and may run along the building portion that is your apartment.
4. Awnings and awning colors must be included in your alteration agreement application. Metal awnings are prohibited.
5. A Terrace constructed above a pre-existing vestibule roof may extend to the top step of the front stoop (apartment entrance landing). On a case-by-case basis depending on the location and building configuration, the board may allow a deck to extend further towards the front so as to cover all of the stairs.
6. Terrace cannot extend beyond the end of the building unless it is a wraparound terrace.
7. Terrace must include railings and flooring (decking) of synthetic materials and the decking must be white capped on all visible sides.
8. Foundation column must be covered with a white decorative column collar with architectural detail and made of vinyl or baked enamel aluminum finish (not required for back area terraces). A flat vinyl covering is permitted.
9. Synthetic materials must be used on all readily visible parts of the terrace except the posts. The Board of Directors at its August 30, 2005 meeting passed a resolution that requires all non-synthetic wood portions of rear terraces to be painted or stained the same color as the terrace. This includes posts, headers and any other parts of the terrace that are not synthetic materials. If steel posts (lolly-columns) are used, they must be painted. Since the painting or staining will be the same color as the terrace an alteration agreement will not be required.
10. The underside of all terraces must be vinyl or aluminum sided protected.
11. Previously constructed front terraces made of wood must be painted white. Any painting or staining other than white or the existing approved color of the deck or terrace must be approved by an alteration agreement.
12. If the terrace has steps, a concrete landing (base) must be used to anchor the steps to the ground. If there is a sidewalk in close proximity to the terrace, you will be required to connect your stairs to such sidewalk.

## **FREQUENTLY ASKED QUESTIONS**

- ***If my neighbor declines to participate in the cost of a terrace that spans across two apartments, may I use the terrace that is not on my side and can they simply cut a doorway entrance onto the terrace?***

No one can simply cut an entrance doorway onto any terrace without an approved alteration agreement. The board of directors will not allow the use of that portion of a terrace by one shareholder that crosses the "property line" of another shareholder. Therefore, you may not have full access to a terrace you build that extends beyond your units "property line". As to the question of cost sharing between neighbors, the board will not get involved in those issues. Generally speaking, if a shareholder is not in arrears, is in good standing and has submitted a properly completed alteration agreement to gain access to their portion of a terrace that may have been paid for by the neighboring owner as part of their initial construction, would likely be approved.
- ***Will a new terrace change my monthly maintenance?***

Remember, the terrace becomes the property of the co-op upon its completion and therefore, your monthly maintenance will not be affected by the construction of a properly authorized terrace.

- ***Are Architectural services necessary and are there any Filing Fees?***  
All decks must be properly filed with the NYC buildings department and the fees associated with the construction of your deck or terrace is your responsibility. You are not required to use the co-op's architect and may engage your own or have your contractor do all the filing and obtain the proper permits. If you choose this route you will be responsible for all filing fees and must submit the approved documents and permits to the office before any work may begin.
- ***Can a terrace extend beyond the vestibule roof or building?***  
Exceptions to the guidelines above are made on a case by case basis and are subject to Board approval.
- ***What types of railings, awnings, enclosures and light fixtures will be allowed?***  
The intent of allowing the construction of terraces is to provide a permanent improvement to your apartment for seasonal enjoyment. All types of reasonable illumination will be considered for approval and should be part of your alteration application process. Screen rooms are permitted and conversions of previously constructed decks and terraces to sun rooms or screen rooms are permitted with an approved alteration agreement. Railings should be consistent with the "look" of other terraces in our co-op and should be part of your alteration plan proposal. Wood or metal railings are permitted.
- ***Who is responsible for the upkeep and maintenance of my deck or terrace?***  
You are responsible for the maintenance and upkeep of your deck or terrace. Glen Oaks Village Owners, Inc. (GOVO) may at its sole discretion include your deck or terrace in its cyclical paint and maintenance program. However, you are responsible for its maintenance. Should GOVO determine that it has not been maintained properly, then GOVO will do whatever is necessary to bring your deck or terrace into compliance with house rules and building codes and will charge you for time, materials and labor incurred.