

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

Condominiums are comprised of two distinct spaces – what an individual Owner (“Owner”) owns and what the Snowcreek Condominium Association, Inc. (“HOA”) retains ownership over for the benefit of all Owners. For those new to condominium ownership, this may be different than what you have experienced with other property ownership.

As an Owner, you are accountable to read, understand and adhere to these Guidelines.

Snowcreek is almost fifty years old. You will see Alterations that have been made which do not conform with these CAMAs. That does not mean that the way in which those Alterations were made is now acceptable. All of your new Alterations must conform to these CAMAs.

In some cases, these CAMAs have additional or more stringent requirements than City building codes. Alterations must meet both City codes and these CAMA requirements.

Following are the CAMAs adopted by the Snowcreek Condominium Association, Inc. (HOA), which may be amended by action of its Board of Directors (“Board”) at any time.

- Definitions in accordance with the Snowcreek Condominium Declarations (“CCRs”)
 - Section 2.2: “Unit” means the separate interest of a condominium as bounded by the interior surfaces of the perimeter walls, floors, ceilings, windows and doors.
 - Section 2.3: “Common Area” means the entire project, excepting all “Units.”
- Owners do not have an absolute right to make any Common Area modifications and certain other modifications described herein, without the express written Board approval
- Any proposal to modify or alter (“Alteration”) any of the existing Common Area property, including the attachment of any modification or alteration to Common Area property (also an “Alteration”), shall adhere to these CAMAs and must be submitted to the Board for their review and written approval, prior to beginning work on any such Alteration(s)
- Approved Alterations (excluding emergency repairs as defined herein) may only be made during designated construction periods
- The Board may, at their discretion, either act as an Architectural Control Committee (“ACC”) or may appoint a separate ACC to act in an advisory capacity. Notwithstanding, authority for final approval or disapproval of any Alteration(s) rests with the Board
- *Failure of any Owner to adhere to these CAMAs may result in actions including, but not limited to, meeting all requirements of these CAMAs, removing any Alteration (or portion thereof) and restoring that Common Area to its original condition, and/or paying any additional costs, fines or penalties as may be levied by the Board, all as required in the sole discretion of the Board*
 - *Any such work may be carried out by the HOA, again at the sole discretion of the Board, and at the sole cost of the Owner.*
 - *Owners who fail in this regard shall pay all administrative, architectural, and any/all other costs incurred by the HOA, with a minimum cost of \$500.00.*

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1. APPLICATION FOR COMMON AREA ALTERATIONS (“APPLICATION”)

- a. No Application and fee is required for Alterations within the Owner’s Unit, which includes paint, window coverings, wall hangings, floor coverings, tile, countertops, cabinets, appliances (except as otherwise noted herein), closet organizers, plumbing fixtures (where no modification to piping is required), or electrical fixtures (where no modifications to circuit breakers or wiring is required), and excepting lighting fixtures. **If in doubt, ask if an Application is required – before proceeding with any work.**
 - i. Although no Application is required for these projects, all other requirements and rules for completing work, including allowable construction dates and times, General Requirements for Contractors and Subcontractors, and notification to Sun Valley Property Management at the beginning and ending of the work are required by email at svpropertymgmt@sunvalley.com.
- b. For all other Alterations to Common Areas, Application and **written Board approval are required BEFORE beginning any work.**
 - i. All Applications must be submitted to Sun Valley Property Management (“SVPM”) at P.O. Box 7, Sun Valley, ID 82253 or by email at svpropertymgmt@sunvalley.com, addressed to the Snowcreek Board of Directors, and shall include the following items. Any documents submitted in non-electronic media shall include eleven (11) copies of each of these items (except for the fee).
 1. Application for Common Area Modifications and/or Alterations (as a cover letter, form attached to these CAMAs)
 2. Notarized Snowcreek Condominium Association Policy and Procedure Guidelines Acknowledgement Form (form attached to these CAMAs)
 3. Notarized Snowcreek Condominium Association Agreement of Indemnification (form attached to these CAMAs)
 4. Appropriate architectural and engineering plans, specifications and drawings to describe the Alterations in detail which shall provide sufficient detail to allow for approval and permitting of said Alterations
 - a. Such plans and specifications shall be prepared by an appropriate Idaho licensed architect, engineer and/or landscape architect, unless otherwise permitted by these CAMAs.
 - b. For any modification that alters an 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 shall show the existing site features including trees, rock outcroppings, streams, bushes, etc., as well as all of the buildings, decks and patios. Owners should understand that the Board will not approve changes in exterior appearance that alter the architectural appearance of the buildings.
 5. Application Fee of \$250.00, which is non-refundable and which covers administrative costs for processing and review of the Owner Application. All other costs for architectural, engineering, legal or other

professional fees, incurred by the Board in evaluating the Application cannot be paid by the HOA and will be billed to Owner

- ii. The following alterations require an Application, but are exempt from the Application fee, and can be approved by the ACC without Board action, provided that the proposal complies with CAMA requirements:
 1. Entry door replacement
 2. Screen door replacement
 3. Sliding glass door (slider) replacement
 4. Existing window replacement
 5. Voluntary waterline/pipe separation between units and installation of an accessible above-floor water shut-off valve and drain, when it is not part of a larger alteration
 6. Electric water heaters, washers and dryers, or other existing appliances
- iii. All Applications shall be submitted on or before March 1st for the spring construction period and by August 1st for the fall construction period. Failure to meet these deadlines may result in no Board approval prior to that next construction period.
- iv. Work on approved Alterations must be started within twelve (12) months after notification of approval, or approval is automatically withdrawn and a new Application (and fee) shall be submitted for approval.
- v. Approval is valid for three (3) spring and/or fall construction periods following notification of approval, after which time a new Application (and fee) shall be submitted for any/all remaining work.
- vi. Work must be completed only during the “construction periods,” and not during the “moratorium” periods. Owners rightfully expect to either enjoy their Units or rent their units without construction vehicles, noise, odors or other disturbances during these “moratorium” periods.
 1. The dates of the allowable construction periods are April 1 to June 30, and September 10 to December 10. They may vary slightly by year. Confirm at svpropertymgmt@sunvalley.com
 2. ABSOLUTELY **NO** ALTERATIONS WILL BE PERMITTED AT ANY OTHER TIME
 - a. Not Withstanding this requirement, emergency replacement of failed doors, windows, sliders, electrical or plumbing components, fireplace inserts and appliances will be permitted provided that the Owner files and obtains approval for the requisite CAMA Application.
 3. *Owners who perform work outside of these construction periods, without express written approval of the Board for emergency work only, will be assessed a minimum penalty of \$250.00 per day, which may be increased to any amount, at the sole discretion of the Board, for willful or continued violation*

- c. What to expect after submitting an Application.
 - i. Minimum processing time is three (3) weeks, often longer. Applications requiring structural changes may also take longer, particularly where review with the City is required.
 - ii. Each Application will be forwarded to the ACC, which reviews that Application and makes a recommendation for acceptance or rejection to the Board.
 - 1. The ACC and Board reserve the right to seek consultation from an architect, engineer or other professional(s) of its own choosing to validate plans, at the sole expense of the Owner
 - iii. Generally, the ACC will identify any impediments for approval to the Owner and seek Owner modification(s) to the plans that would be acceptable to the Board.
 - iv. There are requests that will not be approved, such as changes to exteriors that differ from the other existing exteriors, new door or most new window openings, changes that would increase the HOAs liability (e.g. patio hot tub), or new roof penetrations. If uncertain, contact the ACC first through svpropertymgmt@sunvalley.com, prior to spending any money for architectural work, engineering, contractors, permits, etc.
 - v. At least five (5) Board members must approve or deny Applications forwarded by the ACC to the Board to conclude action.
- d. Prior to beginning work.
 - i. The Owner shall advise SVPM of the planned start date, construction schedule and contractor(s) at svpropertymgmt@sunvalley.com.
 - ii. The Owner (or Owner's contractor(s)) shall obtain and pay for all required building permits and inspections, and post permits as required by the City of Sun Valley at the worksite.
 - iii. Proof of liability insurance in the amount of at least \$2 million shall be provided for each contractor or subcontractor performing work at the site, prior to their beginning any such work, at svpropertymgmt@sunvalley.com.
- e. During the work.
 - i. Any changes that deviate from the approved Alterations shall be submitted to the Board as an amended Application, and approved prior to beginning work on such changes. No additional fee is required. The Owner agrees NOT to begin work on any such change until the Owner has received written approval.
 - ii. The approval process is the same as previously defined. The ACC and Board will make every effort to expedite approval of reasonable changes.
 - iii. The Owner grants unlimited access by representatives of the ACC, Sun Valley Property Management, and the Snowcreek Resident Manager, for the purpose of observing the work.
- f. When work is complete.
 - i. Following completion of the work, the Owner (or Owner's contractor(s)) shall furnish a certification that the work has been completed in accordance with the

plans/specifications submitted by the Owner and approved by the Board to svpropertymgmt@sunvalley.com.

2. GENERAL REQUIREMENTS FOR ALTERATIONS

- a. All such Alterations shall conform to all requirements set forth in these CAMAs.
 - i. The Board reserves the right to approve a standardized plan for Alterations and require similar Alterations to Common Area property to be in conformity with that standardized plan. Such plans will be included or referenced in these CAMAs.
- b. No Alterations shall encroach upon the privacy of any other Owner/Unit.
- c. No Alterations shall block the view corridor of any other Owner/Unit.
- d. All Alterations (interior and/or exterior) shall remain in scale and proportion to the rest of the Unit and/or Building.
- e. All Alterations shall maintain a uniform look on the Building exterior throughout the complex by using the same materials and ornamentation of the existing Building.
- f. 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 Owner.
 - i. If not already existing, the Owner (at their expense) shall provide a protective cover over the top of the gas meter area, of similar design to Building 20, Unit #1590, or as otherwise required by the HOA.
- g. Any necessary relocation of gas, electricity or other utility service equipment in Common Area shall be carefully indicated on the Architectural Drawings, and such relocation shall be coordinated with the appropriate utility company by Owner and its contractor(s).
 - i. The expense of any required utility equipment relocation shall be paid by Owner requesting the Alteration(s). Such Alteration shall not change the character or appearance of either the modified or adjoining Units or make the equipment more visible than it was prior to Alteration.
- h. Any Common Area Alterations that include modifying plumbing shall include a) separation of that Unit's water supply from the other units; b) the addition of a water supply shut-off valve, to which access can be achieved in an unlocked area above floor level in the unit; and c) a drain valve to permit draining water out of the Unit's piping system (which shall drain outside the building, in accordance with 16.a. herein). This pipe separation will allow for water shut-off in emergencies and reduce risk of pipe freezing in the winter.
- i. If existing landscaping and irrigation piping is disturbed it shall be replaced/relocated in accordance with a plan prepared by the HOA Landscape Architect. Landscaping and irrigation system work shall be performed only by the HOA landscape contractor. All costs in connection with landscape and irrigation work shall be at Owner's sole expense.
 - i. This includes any costs incurred by the HOA to in order to restore, replace, repair or modify landscaping and/or irrigation systems as a result of the Alterations during or after those Alterations are completed.
- j. A monitored Rate-Of-Rise Heat Detector/Alarm System is installed in each unit. The Owner shall 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, Owner's Contractor(s) shall notify Sentinel Fire & Security, P.O. Box 3368, Ketchum, ID 83340, (208) 726-4788, to arrange for any relocation work.

- i. Any and all costs incurred by the HOA for any abnormal maintenance, damage repair(s), including replacement of part(s), cut wiring damage repairs, etc., to the system, which may be required as a result of Alterations work shall be done by the HOA contractor, and will be billed to the Owner.
- ii. If damage to this system activates a response from the Sun Valley Fire Department and/or Sentinel Fire & Security, which results in any cost for false alarm(s), it will also be billed to the Owner.

3. GENERAL REQUIREMENTS FOR OWNERS, CONTRACTORS AND SUBCONTRACTORS PERFORMING WORK

- a. Working hours shall comply with the ordinances, rules and regulations of the City of Sun Valley.
- b. Parking of worker's vehicles shall be coordinated under the direction of the Snowcreek Resident Manager.
- c. Under no circumstances shall any vehicles cross or use as access the pathways throughout the complex, nor shall any pathway barriers be removed in order to allow easy access for the purposes of construction.
- d. Contractors shall not use the HOA refuse or recycle containers for scrap and waste materials. Contractor shall remove them from the site.
- e. Workers shall not use the Clubhouse restroom or other facilities.
- f. Workers shall not bring dogs or other pets to the work site.
- g. Workers shall not bring radios, stereos, or other audio players that can be heard by others, either outside or in adjacent units to the work site.
- h. Workers shall not bring children to the work site.
- i. Storage of materials in common areas shall not be permitted without prior permission from SVPM.
- j. Contractor shall be responsible for reasonable security while doors are unlocked and/or open for work performance.
 - i. Contractor shall lock all doors before leaving the work site.
 - ii. Contractor shall be responsible for security of all keys while keys are in its possession or in the possession of any of its workers.
- k. FAILURE OF OWNERS AND/OR CONTRACTORS TO COMPLY WITH THESE REQUIREMENTS ARE SUBJECT TO A MINIMUM PENALTY OF \$250.00 FOR EACH OCCURANCE, *which will be charged to the Owner, and which may be increased to any amount, at the sole discretion of the Board, for willful or continued violation. Failure to comply may also result in disapproval of the Owner's CAMA Application and suspension of Building Permit(s).*

SNOWCREEK CONDOMINIUM ASSOCIATION, INC.
SPECIFIC GUIDELINES FOR ALTERATIONS

APPROVAL FOR EACH OF THE FOLLOWING ALTERATIONS IS REQUIRED PRIOR TO STARTING WORK

1. DECKS AND PATIOS

- a. Owners may elect to replace their original deck and/or patio with one that matches the original design or with one that matches the HOA-designed expanded deck and/or patio. Any other designs will not be permitted.
- b. Approval for replacement of any existing or new deck or patio, shall require a completed, notarized and recorded Deck and Patio Agreement.
 - i. DECK AND PATIO AGREEMENT, revised 4/26/07, attached.
- c. Plans for decks and/or patios shall adhere to the requirements of that Agreement and to the uniform designs of the HOA.
- d. The HOA will contract for and install decks and/or patios, including replacements.

2. SKYLIGHTS

- a. Owners may elect to install up to three (3) skylights in their Unit. Skylights will be nominally 30-1/2 inches wide by 69-1/2 inch long (inside curbs) and match the HOA specification.
- b. Approval for installation of any new skylight shall require a completed, notarized and recorded Skylight Agreement.
 - i. SNOWCREEK SKYLIGHT AGREEMENT, dated 9/9/15, attached.
- c. Plans for skylights shall adhere to the requirements of that Agreement, to New Skylight Installation Guidelines for the Snowcreek Condominiums, dated 12/9/15, and to locations designated on Ceiling Plans, dated 12/18/15.
- d. The HOA will purchase and install skylights.

3. CEILING INSULATION

- a. Owners may elect to install ceiling insulation in their Unit. The original insulation is about R-10 and new building requirements are generally about R-50.
- b. Attachment of ceiling insulation requires an Application and approval, because insulation is attached to the common area and it affects roof performance.
- c. Plans for ceiling insulation shall adhere to Vaulted Ceiling Insulation Guidelines, dated 1/18/16, attached.
- d. The Owner shall contract for and install ceiling insulation.

4. ATTIC ALTERATIONS

- a. Owners may elect to provide access to and use attic spaces immediately adjacent to their Unit.
- b. Approval for any Attic alterations shall require a completed, notarized and recorded Attic and Crawl Space Agreement.
 - i. SNOWCREEK ATTIC AREA AND/OR CRAWL SPACE USE AGREEMENT, dated 7/17/18, attached.
- c. Plans for attic alterations shall adhere to Attic Build-Out Guidelines for the Snowcreek Condominiums, dated 9/16/15, attached.
- d. The Owner shall contract for and install attic alterations.

5. CRAWL SPACE ALTERATIONS

- a. Owners may elect to install additional underfloor insulation and vapor barrier under their unit.
- b. At this time, Owners will not be permitted to use Common Area in crawl spaces for any purposes. These spaces are subject to extreme temperatures and seasonal moisture, and they are deemed unsuitable by the HOA for storage, appliances, etc.**
- c. Attachment of underfloor insulation and vapor barrier under their unit requires an Application and approval, because insulation is attached to the common area and affects building envelope performance.
- d. All work shall be in accordance with Crawl Space Repair Guidelines, dated 7/30/15, attached.
- e. The Owner shall contract for and install additional underfloor insulation and vapor barrier.

6. SIDING AND PAINTING

- a. Any work that requires alteration, repair or replacement of siding shall be completed in accordance with the Wood Siding Replacement and Painting Guidelines, dated 1/29/16, attached.

7. WINDOWS

- a. The policy of the Board is to replace windows when they are no longer working properly or are damaged beyond the point of repair.
- b. An Owner wishing to replace their working, non-damaged window(s) at their own expense shall make Application to be approved by the Board.
- c. Standards:
 - i. The Pella Impervia window in bronze with clear low-e glazing is the standard replacement window when costs will be covered by the HOA.
 - ii. Owners may choose to upgrade to an improved glass with either the NaturalSun glazing which is specifically designed for cold climates or the AdvancedComfort Glass which is designed specifically for northern US climates. In addition, the Owner may choose the option of purchasing extra foam insulation for even better thermal performance. Upgrades will be billed to the Owner.
- d. Fixed windows shall be replaced with new fixed windows, unless Application is approved to install sliding windows. Sliding windows shall be replaced with new sliding windows (Glide-By's) and the exterior color must be dark brown (bronze).
- e. Pella windows are available at Pella Windows and Doors, 1007 Warm Springs Rd. Suite "D", Ketchum Idaho, (208) 726-0060.

8. FRONT DOORS

- a. An all wood slab door, hung in hemlock jambs is the standard. Exterior door face shall be plain, with no ornamentation, no routing, and no panels. Dimensions are 36" x 80", 1-3/4" 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.
 - i. Door Lever: Schlage Omega #619 in oil-rubbed bronze.
 - ii. Door Dead Bolt: Schlage #B360 in oil-rubbed bronze.
 - iii. Door Knocker (optional): Ives #02-3125 Series in oil-rubbed bronze with optional viewer.
- b. Order direct from:
 - i. AC Houston, 320 N. Lewis Drive, Ketchum, ID 83340, (208) 726-5616.
- c. The door shall be primed and painted in accordance with Siding and Painting Specifications, with trim the same size as the original front doors, and with colors matched to the existing front doors and buildings.
 - i. All sides of door, including edges, shall be primed and painted to prevent warpage.

9. SCREEN AND STORM DOORS

- a. Larson Model 288SS Value Core, Self-Storing Door is the standard– Earthtone Brown color.
 - i. The door is a high-impact-resistant solid wood core door, including a maintenance-free aluminum clad exterior, with permanent baked-on enamel finish, a heavy duty Reversa-Hinge for right or left mounts and self-storing screens.
 - ii. The upper two-thirds of door has a 3-panel aluminum metal, plain edge storm/screen door, with the upper 1/3 section as a screen/sliding glass insert panel, the middle 1/3 section as a solid glass panel, and the bottom 1/3 section as a solid metal kick-plate.
- b. Order direct from:
 - i. AC Houston, 320 N. Lewis Drive, Ketchum, ID 83340, (208) 726-5616.
 - ii. Idaho Lumber, 921 Airport Way, Hailey, ID 83333, (208) 788-3333.

10. DECK AND PATIO DOORS (SLIDERS)

- a. The policy of the Board is to replace sliders when they are no longer working properly or are damaged beyond the point of repair.
- b. An Owner wishing to replace their working, non-damaged slider(s) at their own expense shall make Application to be approved by the Board.
- c. Standards:
 - i. The Pella Impervia slider in bronze with clear low-e glazing is the standard replacement window when costs will be covered by the HOA.
 - ii. Owners may choose to upgrade to an improved glass with either the NaturalSun glazing which is specifically designed for cold climates or the AdvancedComfort Glass which is designed specifically for northern US climates. In addition, the Owner may choose the option of purchasing extra foam insulation for even better thermal performance. Upgrades will be billed to the Owner.
 - iii. Owners may choose to upgrade to The Pella *Designer Series* (includes between-the-glass blind) or the Pella *ProLine*, interior wood to be stained to Owner's choice. Upgrades will be billed to the Owner.
- d. The original sliders must be replaced with sliding patio doors (not French doors) and the exterior color must be dark brown (bronze).
- e. Pella sliders are available at Pella Windows and Doors, 1007 Warm Springs Rd. Suite "D", Ketchum Idaho, (208) 726-0060.

11. GARAGE DOORS

- a. The policy of the Board is to replace garage doors when they are no longer working properly or are damaged beyond the point of repair.
- b. An Owner wishing to replace their working, non-damaged garage door at their own expense shall make Application to be approved by the Board.
- c. Overhead Door Series #391, Raised Panel, Insulated Steel Door is the standard – White color.
- d. The door shall be primed and painted in accordance with Siding and Painting Specifications, with trim the same size as the original garage doors, and with color matched to the existing garage buildings.

12. ELECTRICAL AND PLUMBING (GENERAL)

- a. Adding new lighting fixtures requires approval. Application shall include a proposed electrical plan, proposed specifications for the electrical light fixtures.
- b. Adding or modifying any exhaust fan or range hood requires approval. The exhaust vent from the fan or hood shall vent to the outside and not into the cold roof, into the attic space or into the crawl space below the Unit. The vent line shall be made of galvanized metal. The vent shall terminate at an outside wall with a galvanized drip cap and back-draft damper painted to match the surrounding wall color. Roof penetrations will not be permitted. Owner specifications and plans must demonstrate that the vent line meets the manufacturer's specifications for venting the fan or hood.
- c. Freezing pipes have been an issue in past winters at Snowcreek. All plumbing modifications need to take this into account and route pipes through the floor versus the exterior wall.
- d. All electrical and plumbing work shall be provided by Idaho licensed contractors.

13. PIPE SEPARATION, SHUT-OFF AND DRAIN (Between Units)

- a. Many owners must still continually run "pencil-thin" streams of water from their faucets during low temperature months to protect against pipe freezing.
- b. A number of owners have successfully installed shut-off and drain valves, so that when they are absent they can drain their Unit's water systems. This eliminates the possibility for failure of high pressure water lines under sinks, to toilets, to ice-makers, etc. These owners note their "feeling of comfort" from knowing their unit and/or their neighbors' unit will not suffer serious damage as a result of an undiscovered water leak in their absence, and that they will also avoid the possibility of pipe freeze-ups.
- c. This as an opportunity for us to be conservation-minded with a change which eliminates any need to continuously run water in the cold months.
- d. During the process of several of these installations, it was discovered that the piping in adjacent units was cross-connected during original installation. Installing a shut-off in one owner's unit inadvertently shut-off the water in their neighbors' unit.
- e. To encourage the installation of shut-off and drain valves, providing increased protection against water damage and further reducing the need to run water in cold months, the Board voted to:

- i. Waive the Application fee as well as the necessity for architectural drawings for this modification in the Common Area. In short, as long as an Idaho licensed plumber is involved, the Board would like to make the approval process as efficient and inexpensive as possible.
- ii. Add a requirement to the CAMA's to require that a shut-off and drain be incorporated in any future plumbing system changes that are a part of remodel's. Therefore:
 - 1. **Any Common Area Alterations that include modifying plumbing shall include a) separation of that Unit's water supply from the other units; b) the addition of a water supply shut-off valve, to which access can be achieved in an unlocked area above floor level in the unit; and c) a drain valve to permit draining water out of the Unit's piping system (which shall drain outside the building, not in the crawl space).**
 - 2. This pipe separation shall allow for water shut-off in emergencies and reduce risk of pipe freezing in the winter
 - 3. This type of pipe configuration may require a cooperative venture between neighbors to separate their piping systems
 - 4. There are a few Units (primarily Flats) where water system cross-connections were made within the walls. An Owner may seek an exception to this requirement by providing evidence that this condition exists and they cannot make this change in their Application

14. FIREPLACES

- a. **The following standards pertain to both wood-burning fireplaces and to fireplace conversions from wood-burning to a gas-burning configuration. The intent is for converted gas-burning fireplaces to meet the same architectural, safety and code standards as wood-burning fireplaces.**
- b. Given the inherent Common Area access and unique fire safety and structural issues related to fireplace remodels, complete and detailed fireplace remodel project plans and drawings by a licensed Idaho architect shall be included in the CAMA Application to the Board for approval, prior to commencing any work. All fireplace project Alterations shall also meet City of Sun Valley building, fire and safety codes, and interval permits shall be obtained during construction and before final closure of the chimney chase. Application shall include:
 - i. A complete description of the work to be done. For replacement of an existing fireplace assembly, specify how installation is to be done: a) from the inside the condo unit, or b) from the exterior through the chimney chase.
 - ii. Provide enlarged floor plan with complete dimensions of proposed fireplace/hearth/mantel installation.
 - iii. Provide enlarged interior elevation with complete dimensions of proposed fireplace, hearth, and mantel.
 - iv. Provide complete fireplace section drawing (at scale no less than ½"=1'-0") describing the proposed fireplace, fireplace hearth, and fireplace mantel.

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 specifications for the appropriate floor, hearth, wall, chimney chase, and roof assemblies and materials, conforming to current building and fire code. Provide complete structural details and notes required for the installation.

- v. Provide copy of the complete manufacturer's specifications and installation guidelines for the proposed fireplace.
- c. Cosmetic changes can be made to the veneer, hearth and mantle, with **NO** other changes to the existing fireplace, provided that it meets Sun Valley and/or other applicable building code requirements. A "cosmetic change" is one where sheetrock exists and where it remains fully intact behind veneer, hearth and mantle. In this case a CAMA Application and approval **IS** still required, to ensure the HOA complies with local building codes.
- d. Installation of a fireplace insert (defined as having an air intake and exhaust which are enclosed in the existing chimney pipe, and which can be installed without any removal, replacement or structural changes to that pipe), without removing the existing fireplace will require:
 - i. Removal of the existing grate and log set.
 - ii. Removing or fully blocking open the existing damper.
 - iii. Installing a marking plate, which shall be mechanically attached to the inside of the original fireplace. This marking plate shall serve as a warning to anyone wishing to convert back to the original non-insert design that they must replace all original parts and have the fireplace reapproved for use by the building inspection authority having jurisdiction. [A new, separate CAMA Application is required for conversion back to the original non-insert design.]
 - iv. Placement of a fireplace insert does not currently require lining the existing chase with 5/8" Type X drywall.
 - v. Installation in accordance with insert manufacturer's installation specifications and in accordance with Sun Valley and/or other applicable building code requirements.
- e. When the existing fireplace is removed and replaced with a new fireplace (regardless of fuel), and given the potential for building fires from embers and/or hot gases escaping from manufactured fireplace flues located within existing wood framed chimney chases, the building shall be protected by lining the existing wood-framed chimney chase with fire-taped, 5/8" type "X" gypsum wall board. This mandatory, and 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.
- f. When fireboxes are replaced via the building exterior, the code-compliant fire resistive integrity of the interior of the chimney chase shall be added. The City of Sun Valley has jurisdiction over the chimney chase. 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, in accordance with Sun Valley Building Code Subsection 3102.5.4.

- g. Exterior siding may be re-used if it is not damaged during its removal, and if it not deemed acceptable for re-use by the Board's 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 installed or re-installed in accordance with the Siding and Painting Specifications.
- h. Idaho requires that manufactured fireplaces and inserts 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 shall verify that their installer is State-certified.
- i. Installation of a gas fireplace or insert shall require the installation of a separate gas meter on the Common Area at the expense and in the name of Owner. Call Intermountain Gas for details (Intermountain Gas will call Condominium Operations for verification). Any gas related modification will be reviewed for safety issues, fire codes, and proper installation requirements, as well as the meter hookup and placement on the Common Area.
 - i. If not already existing, the Owner (at their expense) shall provide a protective cover over the top of the gas meter area, of similar design to Building 20, Unit #1590, or as otherwise required by the HOA.
- j. Prior to any gas shut-off, 24-hour prior notification shall be provided to all impacted Owners within the building and to SVPM at svpropertymgmt@sunvalley.com.
- k. All plumbing work shall be provided by Idaho Licensed contractors.
- l. The gas conduit(s) necessary with a conversion from a wood to a gas burning fireplace or insert shall 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) shall be clearly apparent in the architectural plans that are submitted.

15. GAS APPLIANCES

- a. The Snowcreek Condominiums were designed with electric appliances. If an Owner intends to make a modification or conversion from electric to gas, an Application and approval shall be required.
- b. The gas lines for the HOA buildings are commonly metered and the accrued fees are covered by the HOA. The existing gas lines are intended for the use of the gas fireplace starters and gas patio barbecues only. The gas lines are ½ inch in diameter and there is not enough volume for appliances.
- c. Installation of a gas appliance shall require the installation of a separate gas meter on the Common Area at the expense and in the name of Owner. Call Intermountain Gas for details (Intermountain Gas will call Condominium Operations for verification). Any gas related modification will be reviewed for safety issues, fire codes, and proper installation requirements, as well as the meter hookup and placement on the Common Area.

- i. If not already existing, the Owner (at their expense) shall provide a protective cover over the top of the gas meter area, of similar design to Building 20, Unit #1590, or as otherwise required by the HOA.
- d. Prior to any gas shut-off, 24-hour prior notification shall be provided to all impacted Owners within the building and to SVPM at svpropertymgmt@sunvalley.com.
- e. All plumbing work shall be provided by Idaho Licensed contractors.
- f. The gas conduit(s) shall 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) shall be clearly apparent in the architectural plans that are submitted.
- g. Any and All costs associated with modifications to the gas service and with gas conduits and piping shall be at Owner's expense.

16. WATER HEATERS

- a. Installation shall include an overflow pan under the water heater to contain a water spill or broken water supply line.
 - i. The pan shall be galvanized steel 24 gauge minimum, 1.5" minimum depth and a minimum 1.5" larger than the outside dimensions of the water heater (0.75" each side) or approved equal.
 - ii. Drain pans must have a 0.75" diameter minimum drain line. If permitted by building codes, the line may drain directly to the crawl space, otherwise it shall either drain to the outside or into an existing sanitary drain line. The exit of the drain line shall be located and/or protected to prevent rodent inhabitation.
 - iii. Drain lines running to the exterior of the building shall be made of black plastic pipe suitable for hot water distribution.
 - iv. If the drain is connected to a sanitary sewer line, the drain must have a trap and trap primer.
- b. Supply valves shall be located so the valves can be shut off without moving the entire either appliance out of the enclosure.
- c. Installation shall include "burst-proof" hoses (1500 psi min.) for cold water supply lines.
- d. If the Unit has pipe separation, a water shut-off valve and drain, then leak detection and automatic shut-off is NOT required, although the Owner may choose to install it.
 - i. If there is no pipe separation, water shut-off and drain, then installation shall include a point of use, leak detection and automatic water shut-off system. The recommended system is the FloodStop V4 by OnSite Pro Inc. available at www.aquamangers.com. Locate (1) sensor in drain pan and (1) sensor on floor outside of drain pan as per manufacturer's specifications (2 sensors total).
 - ii. Alternate water detection and shut-off systems must be submitted for review prior to their installation.
- e. All plumbing and electrical work shall be provided by Idaho licensed contractors.
- f. Prior to any water shut-off, 24-hour prior notification shall be provided to all impacted Owners within the building and to SVPM at svpropertymgmt@sunvalley.com.

- g. All water related damage shall be the responsibility of the Owner of the failed appliance or Alteration.

17. WASHERS/DRYERS

- a. Owner is advised to review building code requirements. Currently a 2" washer drain is required and existing 1-1/2" drains have not been "grandfathered."
- b. Installation shall include an overflow pan under the washer to contain a water spill or broken water supply line.
 - i. The pan shall be galvanized steel 24 gauge minimum, 1.5" minimum depth and a minimum 1.5" larger than the outside dimensions of the washer (0.75" each side) or approved equal.
 - ii. Drain pans must have a 0.75" diameter minimum drain line. If permitted by building codes, the line may drain directly to the crawl space, otherwise it shall either drain to the outside or into an existing sanitary drain line. The exit of the drain line shall be located and/or protected to prevent rodent inhabitation.
 - iii. Drain lines running to the exterior of the building shall be made of black plastic pipe suitable for hot water distribution.
 - iv. If the drain is connected to a sanitary sewer line, the drain must have a trap and trap primer.
- c. Supply valves shall be located so the valves can be shut off without moving the entire either appliance out of the enclosure.
- d. Installation shall include "burst-proof" hoses (1500 psi min.) for both hot and cold water supply lines.
- e. If the Unit has pipe separation, a water shut-off valve and drain, then leak detection and automatic shut-off is NOT required, although the Owner may choose to install it.
 - i. If there is no pipe separation, water shut-off and drain, then installation shall include a point of use, leak detection and automatic water shut-off system. The recommended system is the FloodStop V4 by OnSite Pro Inc. available at www.aquamanagers.com. Locate (1) sensor in drain pan and (1) sensor on floor outside of drain pan as per manufacturer's specifications (2 sensors total).
 - ii. Alternate water detection and shut-off systems must be submitted for review prior to their installation.
- f. The exhaust vent from the dryer shall vent to the outside and not into the cold roof of, into the attic space of or into the crawl space below the Unit. The vent line shall be made of galvanized metal. The vent shall terminate at an outside wall with a galvanized drip cap and back-draft damper painted to match the surrounding wall color. Roof penetrations will not be permitted. Owner specifications and plans shall demonstrate that the vent line meets the manufacturer's specifications for venting.
- g. All plumbing and electrical work shall be provided by Idaho licensed contractors.
- h. Prior to any water shut-off, 24-hour prior notification shall be provided to all impacted Owners within the building and to SVPM at svpropertymgmt@sunvalley.com.

- i. All water related damage shall be the responsibility of the Owner of the failed appliance or Alteration.

18. OVER-THE-AIR RECEPTION DEVICES

- a. The HOA provides expanded basic cable HDTV service.
- b. Additional programming services as well as Broadband Internet services are available for owners, at Owner expense.
- c. Satellite antenna and other over-the-air reception device installations are prohibited on common areas such as roofs, chimneys, exterior walls and grounds.
- d. Any antenna or device installation must be completely within the confines of an owner's exclusive use area. This includes decks and patios.
- e. Antennas or devices may not extend beyond the rail of a deck or beyond the wall or boundary of a patio.
- f. Antennas or devices must be a color that blends in with the color of the building, camouflaging the unit to the fullest extent.
- g. One hole may be drilled through an exterior wall for the input cable, and it shall be properly sealed.
- h. All installations shall comply with current building code and safety regulations.

19. REAL ESTATE SIGNAGE (No CAMA Application and Approval is required)

- a. Signs.
 - i. 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.
 - ii. 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.
 - iii. No other For Sale signs may be displayed anywhere else in the Snowcreek complex except during the hours an Open House is being conducted.
- b. 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:
 - i. One near the entrance to the Snowcreek property at Dollar Road.
 - ii. One near the beginning of the nearest walkway to the unit for sale.
 - iii. One near the entrance to the unit for sale.
 - iv. Open house signs must be free standing: - No Open House signs may be fixed to siding, doors, patios, decks, etc.
- c. For Sale signs shall not be fixed to any portion of the common area, such as doors, siding, railings, decks, patios or lawns without a written exception from the Board.
- d. 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.

**SNOWCREEK CONDOMINIUM ASSOCIATION
APPLICATION FOR COMMON AREA MODIFICATIONS AND/OR ALTERATIONS
FORM**

SUBMIT THIS APPLICATION TO:

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

svpropertymgmt@sunvalley.com

NAME: _____ DATE: _____

ADDRESS: _____

UNIT #(S): _____

PRIMARY TELEPHONE: _____ SECONDARY TELEPHONE: _____

ARCHITECT: _____ TELEPHONE: _____

GENERAL CONTRACTOR: _____ TELEPHONE: _____

Detailed description of proposed modifications and/or alterations (append additional sheets as needed)

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

I/we acknowledge that I/we have read and understand the **SNOWCREEK CONDOMINIUM ASSOCIATION, INC. POLICY AND PROCEDURE GUIDELINES FOR COMMON AREA MODIFICATIONS AND/OR ALTERATIONS (CAMAs)**, and I/we consent to comply with and be bound by these CAMAs.

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

I/we understand that with any CAMA approval 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 percentage of interest in the Common Area.

I/we understand that at the time of completion of the approved Alteration, if the Common Area is increased or decreased the Board may have my/our unit re-platted and the cost for re-platting shall be at my/our expense.

Also, I/we understand, acknowledge and agree that I/we shall be responsible for, and agree to promptly pay upon the request of the Board, any additional architectural, engineering, legal and other professional consulting and/or administrative fees that are not covered by the Application Fee, and any and all attorney's fees and/or other costs incurred by the Board to enforce compliance with the Approval Letter and the CAMAs.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed
this ____ day of _____, 20__.

OWNER(S):

Printed Name

Printed Name

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

STATE OF _____)
) ss.
County of _____)

On this ___ day of _____, 20___, before me, _____, a
Notary Public in and for said State, personally appeared _____,
known or identified to me to be the person whose name is subscribed to the within
instrument as, and acknowledged to me that s/he executed the same.

WITNESS my hand and seal the day and year in this certificate first above written.

(Seal)

Notary Public for _____
Residing at: _____
My Commission Expires: _____

[SPOUSE OR DOMESTIC PARTNER]

STATE OF _____)
) ss.
County of _____)

On this ___ day of _____, 20___, before me, _____, a
Notary Public in and for said State, personally appeared _____,
known or identified to me to be the person whose name is subscribed to the within
instrument as, and acknowledged to me that s/he executed the same.

WITNESS my hand and seal the day and year in this certificate first above written.

(Seal)

Notary Public for _____
Residing at: _____
My Commission Expires: _____

**SNOWCREEK CONDOMINIUM ASSOCIATION
INDEMNIFICATION FORM**

WHEREAS, the undersigned certify that they are the Owner(s) of record of Snowcreek Condominium Unit(s) # _____, in Sun Valley, ID, and thereby are also members of the Snowcreek Condominium Association ("Association"); and

WHEREAS, they are requesting approval from the Association's Board of Directors ("Board") to make and perform modifications and alterations ("Alterations"), as described in their Application For Common Area Modifications and/or Alterations ("Application") attached herewith; then

The undersigned Owner(s) agree to indemnify and save harmless the Association and its Board of and from any and all costs incurred in performing such Alterations, and any and all damage and/or additional cost of maintenance incurred as a result of said performance and of said Alterations, directly or indirectly, resulting to the Common Areas and the property of the Association by reason of said Alterations.

Should any Common Area Alteration result in the exclusive use of any Common Area by the Unit Owner, it is understood and agreed that such Common Area property shall NOT become a part of the hereinabove described Unit(s) and the exclusive use of that Common Area shall be governed by a separate agreement between the Owner(s) and the Association. The boundaries of said Unit(s) shall remain unchanged and unaffected by these Common Area Alterations.

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, the parties hereto have caused this Agreement to be executed
this ____ day of _____, 20__.

OWNER(S):

Printed Name

Printed Name

**NOTARIZATION FOR SNOWCREEK CONDOMINIUM ASSOCIATION
INDEMNIFICATION FORM**

STATE OF _____)
) ss.
County of _____)

On this ___ day of _____, 20___, before me, _____, a
Notary Public in and for said State, personally appeared _____,
known or identified to me to be the person whose name is subscribed to the within
instrument as, and acknowledged to me that s/he executed the same.

WITNESS my hand and seal the day and year in this certificate first above written.

(Seal)

Notary Public for _____
Residing at: _____
My Commission Expires: _____

[SPOUSE OR DOMESTIC PARTNER]

STATE OF _____)
) ss.
County of _____)

On this ___ day of _____, 20___, before me, _____, a
Notary Public in and for said State, personally appeared _____,
known or identified to me to be the person whose name is subscribed to the within
instrument as, and acknowledged to me that s/he executed the same.

WITNESS my hand and seal the day and year in this certificate first above written.

(Seal)

Notary Public for _____
Residing at: _____
My Commission Expires: _____