

Owner Initial _____

SCOTTSDALE SHADOWS VI, INC.
7800 E. Camelback Road
Scottsdale, AZ 85251



BALCONY ENCLOSURE POLICY

1. Introduction

Association VI CC&Rs require Owners to obtain approval by the Board of Directors if the Owner wants to enclose the balcony for their unit. To standardize the enclosure to match current architectural design, improve energy efficiency of Units, and provide a safe enclosure for our community, balcony enclosures must meet the following criteria for balconies on all building floors:

- a. Window frame must be aluminum or vinyl framed in sand or almond to match the building.
- b. Windows below the balcony railing must be made from tempered glass for safety reasons.
- c. Glazing must be Low-E (low-emissivity) glass which minimizes the amount of infrared and ultraviolet and has a microscopically thin coating that is transparent and reflects heat.
- d. Windows must be double paned, and argon filled.
- e. Bug screen panel in black or a color to match the building stucco. Solar screen is not acceptable.
- f. Windows must fit existing balcony openings without alterations to the block wall or railing.
- g. Only windows can be installed above and below the balcony rail.
- h. Windows must comply with the City of Scottsdale building codes.

2. Approval and Verification Procedures

- a. Owners must submit their proposal to the RCI Receptionist and receive written approval from the Association VI Board of Directors before commencing work. It must include a description of the balcony enclosure, the specifications for the windows and screens and applicable City of Scottsdale permit.
- b. Once approved, the owner is responsible for verifying, to the Board's satisfaction, that the proposed enclosure meets or exceeds both standards was installed. After installation, please submit photos as follows:

- i. A single photo of the enclosure, showing the windows or panel system installed.
- ii. A photo of the enclosure from the outside of the building.
- iii. If not already clear from the above photos, a “big picture” photo showing that the Unit in which the enclosure resides is the owner’s Scottsdale Shadow’s condominium.

3. Non-Compliance

If non-complaint, the Unit Owner will be required to take immediate action to meet the balcony enclosure standards and will have two (2) business days to demonstrate compliance by photographic or physical evidence (a purchase invoice alone is not acceptable).

Fees will be assessed to the non-compliant Owner in accordance with the Schedule of Monetary Penalties approved by the Board of Directors.

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BALCONY ENCLOSURE REGISTRATION FORM

Owner and Contractor understand and agree that liability for damage to RCI or Regime Property (Common Areas/Common Elements) caused by a contractor, owner or their respective agents shall be the sole and joint responsibility of the Owner and Contractor. An Owner doing work in their unit is considered a Contractor.

BUILDING: _____ UNIT: _____ ASSOCIATION: REGIME VI

OWNER NAME: _____ OWNER PHONE: _____

CONTRACTOR NAME: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE: _____

PROJECT MANAGER: _____ PROJECT MANAGER PHONE: _____

START DATE: _____ ANTICIPATED COMPLETION DATE: _____

BRIEF DESCRIPTION OF TYPE OF ENCLOSURE PROPOSED FOR APPROVAL;

Tempered Low E Glass on Bottom Windows Yes No

Specification Sheet Attached? Yes No

Aluminum or Vinyl Frame Yes No

Color _____

Bug Screen Color _____

Solar Screen Yes No

City of Scottsdale Permit Attached?

Yes No

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RCI and Regime VI
7800 East Camelback Road, Scottsdale, AZ 85251
Phone: 480-994-0433 Email: receptionist@scottsdalershadows.com

INSTRUCTIONS

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This form must be submitted to RCI office at least five (5) business days prior to work beginning for approval process to be completed.

Change Orders: All change orders during construction wherein material and/or contractor are revised must be submitted to the Building Administrator prior to work proceeding.

Material list, specifications, etc. A material list, specifications and contractor information must be submitted at time of approval request.

Completion Requirements: Receipts for material must be submitted upon completion of work before the deposit may be released.

- iv. A single photo of window (top and bottom) installed.
- v. A photo of the window packaging showing them to be the items proposed. In the event of a late change, in addition to the photo(s), new product spec sheets will be required.
- vi. If not already clear from the above photos, a “big picture” photo showing that the environment in which the windows reside is the Owner’s Scottsdale Shadow’s condominium.

Contractors Hours: Monday through Friday 8:00am to 6:00pm. Saturday work may be permitted with a special request to and approval by the building administrator. No work is permitted on Sundays or legal holidays.

Permits: Permits are required with deposits prior to the approval of work to be done in advance. City of Scottsdale Building Department permits are required to be included with this request when applicable.

Insurance: Insurance information is required for all contractors working within Regime VI with projects which may affect Common and Limited Common areas. Please include a copy of insurance policy information for all contractors working on your project.

Fines: Please note fines may be issued for any Owner not conforming to these requirements. Fines may be withheld from your deposit or as dictated by the Regimes Fine policy.

BUILDING ADMINISTRATOR CHECKLIST

_____ Form completed and signed by Owner.

_____ Form completed and signed by Association/Regime VI.

_____ Contractor information attached – include insurance forms.

_____ City of Scottsdale Building Permits – include copies for all permits as required.

_____ Proper deposit received.

OWNER SIGNATURE

OWNER SIGNATURE _____

PRINT NAME: _____ DATE: _____

Note: Owner to initial all pages and submit with Registration Form.

ASSOCIATION VI APPROVAL *

APPROVED BY: _____

PRINT NAME: _____ DATE: _____

*Approval granted is contingent upon the owners' and contractors' compliance with City of Scottsdale requirements for licensing and permitting.