

Woodbrook Camp and Tennis Club

Woodbrook DRA Rules

The Woodbrook Camp and Tennis Club, A Condominium Board of Directors has adopted the following revised Design Review Authority (D.R.A.) regulations as of **09/18/2010** as discussed with D.R.A. The D.R.A. will have all of the responsibilities and authority indicated in our By-Laws and Declaration.

GENERAL DESIGN REVIEW AUTHORITY REGULATIONS

The D.R.A. Seeks to preserve the natural beauty of the Woodbrook property for the full enjoyment of its owners without being unduly restrictive. With this in mind, the following rules, being considered fair and reasonable, are implemented:

No Outside construction can begin before 8am. Woodbrook follows the Town's Quiet time rule.

- 1. All Park Models that come with a factory built loft will be allowed, providing it does not interfere with Rule #2. However the total sq. footage of such units will be the total sq. ft. of the footprint of the unit. It must not exceed 820 sq. ft of living space as defined by Woodbrook. Any addition added to this type of unit will be limited to the sq. footage remaining after subtracting the total square footage of the Park Model from the maximum allowed 820 sq ft of total living space, as defined by Woodbrook.**
- 2. No Second story Park Models are allowed. No Stick built or homemade structures are allowed to be used as recreational vehicles. All lots must start with a Woodbrook approved recreational vehicle. No second story rooms are allowed on or in the addition. Alterations of an existing RV are as follows. The entire floor and chassis with wheels and at least three original walls of the RV must remain as part of your structure. You cannot just bolt a chassis to your frame. No alterations of any factory built loft space and or area is allowed**
- 3. Living space is defined by Woodbrook - as any enclosed area fit for everyday occupancy, not limited to Kitchen, Bedroom, Bathroom, Living room, Family room or Closets. This includes all cumulative area (attached or detached) of the first floor and the sq. footage. Woodbrook does not allow total living area to exceed 820 sq. ft.**
4. No Interior and or External construction on owner's lots, of any kind, is permitted between the official water turn off and the official water turn on of each calendar year. If any construction is done during this period, a substantial fine against the lot owner will be implemented by the Board of Directors.
5. Any construction and or permanent alteration of any kind (i.e. building, water, sewage, etc.) Requires a lot survey with stakes by a certified New Hampshire surveyor and must be approved in advance by the D.R.A. to be followed by obtaining a building permit from the Town of Fitzwilliam if applicable. Upon obtaining a building permit from the Town and providing a copy of it to the D.R.A., construction may begin and it may be monitored by the D.R.A. to ensure compliance with the approved plan. Any construction without a Town permit may subject the owner to a \$100. Per-day fine. Any construction without a D.R.A. approval may result in the removal of the construction at the owner's expense and/or other penalty and/or fines. All construction must comply with State and local codes, rules and regulations as well as Woodbrook's DRA Rules and Bylaws.
6. When excavating on any lot with machinery, heavy equipment, etc. a D.R.A. written approval is required and a Dig Safe or similar organization markings must be reviewed by the D.R.A. for approval prior to commencement of any work. This includes but is not limited to stump removal, grading, etc. This is necessary to minimize potential damage to underground electrical wiring, to protect personal and property safety, to protect common shared utilities, etc.

7. A property owner contemplating any construction on their lot must submit a set of two working drawings of the project in sufficient detail for the D.R.A. to visualize final appearance. The drawings should include a construction schedule. Upon review of the application and plans, the DRA will stamp the application and all submitted drawings approved or disapproved as necessary. Any change or alternation to the original plans must be submitted to the DRA for approval and submitted to the town of Fitzwilliam and or the State of New Hampshire for the appropriate permit.
8. Any and all necessary State or Town permits and the D.R.A. permit are the responsibility of the lot owner and must be clearly displayed in a visible place at the site of construction. Construction cannot begin until the following items are completed –
 - a. A written permit is granted by the D.R.A.
 - b. The Town of Fitzwilliam grants a building permit for said structure
 - c. All applicable State permits are granted for said structure.
 - d. Copies of the State and Town permits are stamped and on file with the D.R.A.
9. Exterior construction has to be completed within one year from the D.R.A.'s approval date; otherwise the applicant must reapply to the D.R.A. for a new D.R.A. permit and perhaps a Town and or State permit. The D.R.A. must be notified in writing when the project is completed for a final inspection sign-off.
10. The D.R.A and or BOD have the right to halt any construction pending resolution of a D.R.A. problem on any site. This Rule is to ensure compliance/conformance with approved plans and regulations.
11. The color of any and all structures may not be altered without the written approval of the D.R.A.
12. If the D.R.A. determines that a violation of the regulation has occurred, the lot owner shall be notified verbally if possible, then “if necessary” in writing. The unit owner will have 10 days from the date of the verbal or written notice to correct the violation and may seek an extension of this 10 day period from the D.R.A. ***Failure to comply to the approved D.R.A. permit terms and/or D.R.A. rules will result in the Board of Directors assessing a daily fine of \$100 for the violation until the structure is brought into compliance with the terms of the permit.*** All legal and collection costs are for the lot owner's account.

In total, the width of the trailer, porch and open deck may not exceed 32 feet (such as 12-foot trailer, 10-foot wide enclosed porch and 10-foot open deck or 12-foot wide trailer, 12-foot wide enclosed porch and 8-foot open deck ***for a total of 1,100 gross square feet of area.***) ***The total length, of the trailer and/or structure, cannot exceed 40 feet. The enclosed area can not exceed 820 square feet of living space as defined by Woodbrook. A permanent 12' X 12' unattached screen room may be constructed for a total of 144 square feet, not to exceed 964 square feet of roof area or 1,244 gross square feet of overall area.*** All DRA measurements are taken from outside of the structure.

13. The total width of 32' cannot be exceeded by adding a screen room to the trailer, enclosed porch, and/or open deck. In addition all trailers, additions, screen houses, and open decks cannot exceed 14 feet in height. The D.R.A. may approve up to 964 square feet of roof over any structure so long as the roofs do not exceed a 5/12 pitch.
14. Any permanent building or construction should be a minimum of 15 feet from the street or roadway and a minimum of 5 feet (30-foot wide lots excluded) from the property lines. Exception may be allowed by the D.R.A. on a case-by-case basis.
15. Cutting down any tree(s) more than four inches in diameter, measured two feet above the ground, are prohibited. However, cutting trees larger than 4” in diameter may be approved by the D.R.A. on a case-by-case basis.
16. Only one storage shed, per lot, is allowed and is not to exceed 10 feet by 12 feet wide and not taller than 9 feet from the finished floor. Storage sheds must be constructed of wood, however based on its type of construction, vinyl sheds may be allowed only with the pre-approval of the D.R.A. Board. The location of the shed on the site and its color should be clearly shown on the D.R.A. application and the D.R.A. must inspect the proposed site and approve it in writing before construction is started. Lot boundary lines need to be visible and verified. Storage shed are not to be used for Human Occupancy. ***Heat and or A/C devices are not to be used in storage sheds.***

17. Only one screen house per lot is allowed. Three-sided screen houses may be attached to the recreational vehicle or enclosed porch with a permanent roof and are only to be used as a screen house and cannot be enclosed. Walls can be of no material other than screening and the screen house cannot exceed 144 square feet of area. Knee walls on attached screen rooms are permitted with D.R.A. approval up to 2' in height. Unattached permanent screen houses cannot exceed 12' by 12' (144 square feet) and may have a permanent constructed roof. Free standing non-permanent screen rooms up to 240 square feet in area can be allowed on a temporary basis. **Screen rooms will be allowed to have windows installed ONLY in the off season, Columbus Day thru Memorial Day.**
18. Any lot lighting must not interfere with the rights of the area lot owners. Upon complaining of any owner, the D.R.A. will investigate and may order such offending light altered or removed.
19. Owners have the responsibility of ensuring that electrical cords and connections are safe for their intended use.
20. Fences are discouraged, but are permitted if approved in advance by the D.R.A. In no case may a fence exceed 4 feet above the original ground, except for Woodbrook Association fences.
21. Only lot owner name and lot number and address signs of an approved design will be allowed. Such signs must be approved in advance by the D.R.A.
22. All sites must be free of clutter and maintained adequately per our Condominium Declaration. Each unit owner will keep their unit in a clean, sanitary and visually attractive condition, and no hazardous or unsightly objects or materials, of any kind, may be kept on the lot. The Board of Directors or any Officer of the Association, or their respective agents may at the expense of the unit owner
 - a. Remove or clean up the hazardous or unsightly objects or materials.
 - b. Remove from any unit any abandoned or neglected camping facility or vehicle, including any unsightly facility or vehicle that is in obvious disrepair.
23. Satellite dishes should not exceed 40 inches in diameter and a D.R.A. permit is required. No more than 2 satellite television dishes are allowed on any Woodbrook lot, the wires must be buried, siting is expected to be at least 5 feet from any property line and siting, installation, etc. are subject to D.R.A. approval. The DRA allows any satellite contractor to locate the antenna prior to finalizing the permit.
24. No D.R.A. member can sign off on his or her own permits and all D.R.A. permits require two D.R.A. member or temporary member signatures.
25. Only propane heated hot tubs are permitted with D.R.A. approval, cannot exceed a 4 person capacity size and must be movable, and can use a 110 volt, 15amp GFI circuit for pump only.
26. All Projects with D.R.A. approval must have a certificate of completion from the D.R.A. It is the owner's responsibility to notify the D.R.A. when the project is complete. The completed construction, etc. must match the original application and drawings that were submitted to the D.R.A. Any non approved deviation from the original plans will render the project void and a certificate of completion will not be issued. If everything is approved the D.R.A. will provide a written, dated, and signed D.R.A. Certificate of Completion which will serve to confirm that the construction, etc. was completed in accordance with the D.R.A. approved application and the date of the Certificate will serve as the final date of completion of the project.
27. No buildings or other structures are allowed, include all temporary portable or permanent car ports, or tents will be placed, erected or maintained in or on a lot, nor shall any addition to or changes or alterations be made therein. Exceptions - a nonpermanent car ports can be used from Columbus Day to Memorial Day. **These structures MUST be down by Memorial Day. Failure to comply will result in the Board of Directors assessing a daily fine of \$100 for the violation until the structure is removed.** All legal and collection costs are for the lot owner's account. Temporary tents, on common land, require the written permission of the Board of Directors.

28. Woodbrook supplies a single 50amp service from the road to your outside electrical box. Anyone found exceeding the 50amp service is to remove it or be fined.

Anything specifically not addressed by the above regulations is not allowed unless approved, in writing, by the D.R.A. and The Board of Directors.

FOR RELATED INFORMATION, PLEASE REFER TO THE CONDOMINIUM BY-LAWS AND DECLARATION OR CONTACT THE DESIGN REVIEW AUTHORITY MEMBER.

President – Board of Directors

Chairmen of the DRA

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All members - Board of Directors and the DRA committee