

# LAKE BARRINGTON SHORES COMMUNITY HOMEOWNERS ASSOCIATION

## **AWNING INSTALLATION**

### REQUIREMENTS

Installation of new awnings anywhere in LBS must follow certain guidelines regarding placement, style, fabric and color. Check with your condo association board to find out if there are any additional requirements specific to your particular condo association before getting started.

Detailed information about choosing and installing an awning is described in the pages that follow. Please make sure that your awning contractor receives a copy of the technical installation requirements and provides you with the necessary documents you will need for your application. The Management Office will be happy to assist you through this process.

### **PRELIMINARY CHECKLIST**

1. \_\_\_\_\_ Choose a contractor and provide that contractor with a copy of the installation guidelines
2. \_\_\_\_\_ Complete the Application Form, including contractor information and signatures from all neighbors whose sightlines may be affected. (Visual obstruction issues an awning installation may cause for any neighbors must be resolved prior to installation.)

### **The following must be included with your completed Application Form**

- a. A drawing or photograph showing side of building indicating window(s) or door(s) over which awnings will be installed
- b. For a motorized awning, indication of how and where motor will be located and its power source.  
Depending on the installation, a building permit may be required; check with the Village of Lake Barrington
- c. Application Neighbor Signature page signed by all neighbors who will be able to see your awnings
- d. Identification of the style of awning and its color and fabric (Select from color chart in Management Office, awning should match any others already on your building. Solid colors only, no fringe, stripes or designs)
- e. Product literature or brochure
- f. A copy of your contractor's signed proposal

Submit completed Application Form with all required attachments to the Management Office for review. They will forward it to your Condo Association for final approval. Failure to attach all the required documents may cause your application to be returned and will delay your application process.

### **RECOMMENDED STANDARDS AND INSTALLATION**

(Provide a copy of these guidelines to your contractor)

Homeowners must complete the Application Form for Awnings with required documentation and submit it to the Management Office prior to any installation

## **DESCRIPTION AND MATERIAL SPECIFICATIONS**

### **Installation Types**

- **Stationary installations** with **supports** at the outer edges (typical installation over patio, deck, or balcony deck)
- **Stationary installation** with **knee braces** (typical installation covering a window or entry door to a single-family dwelling).
- **Retractable installation** (typical installation over patio, deck, or balcony deck).

### **Fabric and Color Selection**

Awning fabric choice is from the Sunbrella® line of awning fabrics, as an example, or of similar quality and material.

Awning colors may have been pre-selected by individual condominium associations, check with your condo board. If your condo association has not specified colors for awnings, choose from the list in the Management Office.

**NOTE:** Where there is a choice of colors for an installation, your awning(s) must match any others already in place on your building. For retractable units, new installations should match pre-existing ones on your building to the best extent possible.

### **Installation Guidelines**

Certain installations may entail structural changes to the building. Check with the Village of Lake Barrington to see if a Building Permit from them is required for your project.

**Stationary awnings** covering patios, decks, balconies or windows should be framed with appropriate anodized aluminum or metal tubing framework which matches the covering fabric.

Stationary awnings should be installed so that the outer edge of the covering extends beyond the deck railing by a minimum of 4 inches but not more than 6 inches on decks and balconies that are above lower-level decks or balconies.

Entry door installations (doors to a single-family dwelling): The edge of the awning covering should extend beyond the door stoop by a minimum of 2 inches but not more than 4 inches.

**NOTE: Stationary awnings are to be removed and stored between November 15th and March 15th.**

**Retractable awning systems** (both manual and motorized) are packaged as a unit. Installation of retractable awnings must be affixed to the structural members of the unit. Include a brochure or product literature for your desired choice along with your application. In the case of power-assisted units, all electrical installations must conform to association rules for such installations. Conduit and controls cannot be exterior to the building, and all electrical installations must meet existing codes.

**NOTE: Retractable awnings, when not in use, should be stored in closed position to minimize potential damage to the exterior of the building for which the unit owner bears full responsibility.**

## **MAINTENANCE AND RESPONSIBILITY STATEMENT**

(These are your obligations with regard to any awnings you may install)

Unit owners and all subsequent owners of said unit, where an awning has been installed, bear responsibility for the: installation and maintenance of an awning, associated framework and any electrical supply lines, controls, and are also responsible for the common elements to which the awning is affixed to a building. Annual cleaning and any repair work (including the replacement of tattered, discolored or faded awning(s) should be done in a timely fashion and is the responsibility of the unit owner.

The unit owner assumes responsibility for the following:

1. Selecting contractor
2. Assuring the contractor is bonded and insured
3. Acquainting the contractor with LBCHA awning requirements as set forth in this document
4. Completing and submitting an Application Form and supplying all required information, including signature sheets and contractor's signed proposal
5. Applying for or seeing that contractors have applied for a Village of Lake Barrington Building Permit (if necessary) and that it is properly displayed during installation. The ultimate responsibility for obtaining and displaying a permit lies with the unit owner.
6. Undoing and making whole, at unit owner's expense, any work done without approval of the unit owner's Condo Board.
7. Failure to comply with any of these requirements with respect to aesthetics, installation defects and structural damage will result in corrections at unit owner's expense. This also includes replacement of non-approved awning(s) with approved ones.
8. It is the unit owner's responsibility to request a clarification from the Management Office on requirements not understood by them or their contractors.
9. Unit owners, by the act of installing any awning (even though in conformity with all awning requirements), assume full responsibility for any damage to the exterior of the unit.
10. Unit owner's assumption of responsibility for maintenance, replacement and liabilities outlined in paragraph 9 above shall be passed on to subsequent owners. It shall be incumbent upon unit owners to notify prospective buyers of their assumption of their awning installation liabilities, and unit applicants for awning installation hereby agree to so notify all prospects. Notification methods and requirements may be changed from time to time, but notification of new buyers shall always remain incumbent upon the selling unit owner.