

Westminster Estates Homeowners Association
Policy Resolution #1
Regarding the Installation of Sheds

WHEREAS, Article 5 Section 5.1 of the Declaration of the Westminster Estates Homeowners Association (“Association”) provides for Architectural Control and stipulates that detailed responsibilities may be further defined by the Board of Directors.

WHEREAS, Article 5, Section 5.2 (i) of the Declaration of the Association provides that the Board of Directors have authority to approve the installation of sheds.

WHEREAS, it has been noted that there is a direct need to specify the installation of sheds further on lots throughout the Association within the standards generally prevailing at the Westminster Estates Community.

WHEREAS, The Board of Directors wishes to expand upon Article 5, Section 5.1 (i) to include specific terms regarding sheds.

THEREFORE, BE IT RESOLVED that the following procedure shall be followed regarding the installation of sheds within the Westminster Estates Community.

I. Size of Shed:

- 120 total square feet, (10 X 12 or 8 X 12) only.
- Maximum height of the shed should be 15 feet.

II. Use Restrictions:

- Only one shed will be permitted per lot.
- Shed shall not, under any circumstances, be used as a living space.

III. Location of shed structures:

- Sheds may be located only within the homes setbacks lines and must be in the backyard.
- An effort should be made to screen the shed from the view of the view of neighbors and from the front street view.
- Sheds are not permitted on the sides of the primary residence.

IV. Shed Structure Requirements:

- Shed must include a solid floor composed of either:
 - 1) A 4 inch concrete slab on grade.
 - 2) An integrated floor of suitable building material (pressure treated lumber)
 - (a) The area around the foundation must be backfilled; no exposed space under the shed is permitted.

(b) A suitable barrier must be in place to prevent burrowing animals from making a habitat under the shed.

- No dirt or gravel floors will be permitted.
- Exterior walls must be of wooden framed construction (2 X 4)
- Roof must be sloped to compliment the primary residence. Flat roofs will not be approved.
- All sheds must have a door that latches.
- All sheds must have one front window that matches the style of the primary residence.

V. Appearance of Sheds:

- Exterior cladding should match that on the primary residence in both style and color. Exterior cladding should be wood, brick or vinyl siding (only). NO plastic, rubber, aluminum, fiberglass or all metal sheds will be approved.
- Roof shingles should match as closely as possible those on the primary residence in both style and color.

VI. Utilities:

- Any utilities servicing the shed must be underground. No above-ground utilities of any type will be permitted.
- All exterior lighting to the shed must be approved with the shed application. All lighting must not exceed a 75-watt light bulb enclosed in a permanent lighting fixture attached to the shed. All efforts must be taken to shield the neighbors from light overrun.

VII. Maintenance:

- Property owners are responsible for the maintenance of all structures on their property, including the shed and any landscaping included, and approved in the initial request.
- No items may be stored outside of the shed or attached to the outside of the shed.
- Shed doors should be kept closed and latched when not in use.

VIII. Shed Application Process:

Drawings need to be submitted covering the following information:

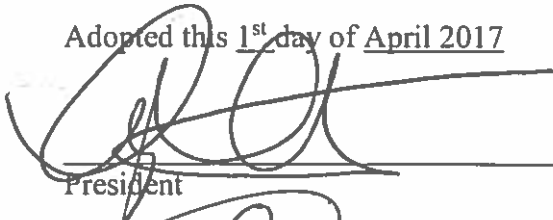
- **Application-** The application form for a shed must be completed in it's entirety and submitted with the following plans for consideration.
- **Site Plan-** This diagram will indicate the size of the existing lot (length and width), size and location of the existing primary residence (including garage) and the size and location of the proposed shed. Scale for the site plan is to be 1"=20' and is to be signed by the property owners (2 copies) Preferably the plot plan provided with the home would best depict the property boundaries and placement of the shed.

- **Elevation views-** This can be a photo, drawing, catalogue cut sheet, etc. that will illustrate the front, rear and side elevation views of the proposed shed. Indicate on an elevation view the height of the proposed shed. Suggested scale for drawing is ¼"=1'.
- **Topographic map-** This map should indicate placement of the shed on the property. Map is to show any existing easements on the property.

IX. Shed Review Process:

- **Submission-** Once the above application is completed and the shed requirements are met applications should be sent to the management company via email, fax or mail.
- **Review-** Applications are reviewed by the Board as they are received by the management company. Each application is checked to ensure that it meets the requirements as outlined above and submitted to the Board for review.
- **Response-** The Board will respond to applications based on the completeness of the application, the effects of the neighboring homes, after a site visit is completed, and other factors. A form approval or denial will be provided to the resident within 30 days after receipt of the application or sooner.
- **Approval-** Once approved by the Board an approval letter will be generated and mailed to the owner acknowledging the approval of the shed. One copy will be obtained for the owner's records and another must be returned to the management company for the permanent file for the unit.

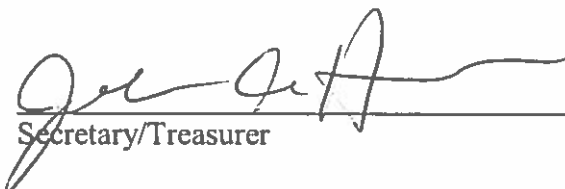
Adopted this 1st day of April 2017



President



Vice President



Secretary/Treasurer

Westminster Estates
SHED PERMISSION APPLICATION
NO ALTERATION MAY BEGIN UNTIL APPROVAL IS GRANTED BY THE BOARD

1. _____
Name of homeowner requesting approval Phone number(s)

2. _____
Address of home where alteration will occur Email address

3. _____
Name of contractor completing the installation

4. **Type of alteration:** Shed Installation Request

5. **Size of shed:** Please include dimensions of the shed remembering that sheds can be no more than 120 total square feet in size and no more than 15 feet in height.

6. **Type of solid floor base to be installed:** _____

7. **Materials to be used:** Describe the type of materials to be used on the exterior cladding of the of the shed and color of roofing shingles. Include the type of materials used and any other descriptions of products.

8. **Type of utilities to shed if applicable:** _____

(Continued on next page)

9. **Location of Shed:** Sheds may only be located within the homes setback lines and must be located in the back yard. Sheds are not permitted on the sides of the home and should not be viewable from the street.

10. **Signature of nearest neighbors** to the right and left of your home signifying that, as a courtesy, the adjoining neighbors have been made aware of this shed request.

NOTE: If you are unable to obtain the signatures of one or both of your neighbors, you must explain the reason below:

11. Expected start date: _____ Completion date: _____

12. Additional Notes: _____

13. **REQUIREMENTS:** NO shed application will be reviewed unless this application is completed in its entirety and the below documents are provided, no exceptions.

1. **Site Plan-** This diagram will indicate the size of the existing lot (length and width), size and location of the existing primary residence (including garage) and the size and location of the proposed shed. Scale for the site plan is to be 1"=20' and is to be signed by the property owners (2 copies) Preferably the plot plan provided with the home would best depict the property boundaries and placement of the shed.
2. **Elevation views-** This can be a photo, drawing, catalogue cut sheet, etc. that will illustrate the front, rear and side elevation views of the proposed shed. Indicate on an elevation view the height of the proposed shed. Suggested scale for drawing is 1/4"=1'.
3. **Topographic map-** This map should indicate placement of the shed on the property. Map is to show any existing easements on the property.

The undersigned states that he/she is the owner of the property. This application for the construction of a shed on a project address and its approval is subject to the observance of all bylaws, of the Westminster Estates Homeowners Association, Cranberry Township, and the laws of the State of Pennsylvania, and is subject to revocation if these are not observed.

Signature of homeowner requesting approval

Date

Mail completed application and required plans to: Rj Community Mgt., 20475 Route 19 #4, Cranberry Township, PA 16066. Please call 412-527-8557 with any questions regarding the shed approval process.