

Millbrook West Architectural Standards and Enforcement Procedures

Architectural Standards

The Millbrook West BOD has recently adopted the following rules which formally articulate the Millbrook West Signage Policy. We also want to remind all owners of the restrictions outlined in the Declarations, Article VII – “Architectural Control” section.

When this complex was originally built (Buildings 207, 205 and 203) , the intent was to make sure that all exterior signs were limited to two types and sizes, in order to maintain consistency and continuity in appearance among all three buildings. Unit owners are allowed to install two types of signs as follows:

Sign Type 1

Preferred: One (1) 18” x 72” exterior “pan” type aluminum sign, with 1” return edges, which is to be mounted on the front side of the building; background color to be Harvest Green (PMS 5535), with silver copy, graphics and borders.

Approved Alternate Option: One (1) 20” x 72” exterior flat aluminum sign, which is to be mounted on the front side of the building; background color to be Harvest Green (PMS 5535), with silver copy, graphics and borders.

Sign Type 2

One (1) 12” x 12” Plexiglass sign, to be installed adjacent to the unit’s entrance door; 3/16” clear Plexi, with Forest Green Vinyl on back and silver copy and graphics. If the unit is located on the second floor, an additional 12” x 12” Plexi sign may be installed adjacent to the stairwell and/or hallway entrance doors, and where the halls make 90 degree turns. Additional 2” x 12” signs are allowed to be installed beneath the existing 12” x 12” main sign (adjacent to a unit’s entrance door) if necessary, such as a “No Soliciting” sign for example.

Any existing 20” x 72” or 12” x 12” signs that don’t match the specified colors or sizes exactly, but are close (some shade of green and close in dimensions) will NOT have to be replaced. However, all future signs will be required to match the specified colors and sizes exactly. If any unit owner removes an existing allowable 12” x 12” sign(s) for any reason and this causes damage to the sheetrock wall, the owner is responsible for repairing damage to the wall at his expense within 30 days of the occurrence. If a unit owner removes any other existing item in order to bring their unit into compliance, and the removal causes damage to a common element wall, door or ceiling, the owner is responsible for repairing the damage, at his expense, within 30 days of the occurrence

The following items are prohibited without written approval from the Association Property Mgmt. Company:

- Temporary or permanent signs of any type affixed directly to a unit’s entrance door.
- Temporary or permanent signs affixed directly to a stairwell or hallway entrance door.
- Temporary or permanent signs displayed in a unit’s exterior windows.
- Exterior wall-mounted drop boxes, lock boxes or anything similar serving a specific unit only.
- Window treatments that differ from the building standard horizontal mini blinds.
- Placing or storing items (temporarily or permanently) in any of the common areas.
- Doorbells, doorbell cameras, security cameras and satellite dishes installed on the exterior of a unit.

- Only commercial grade, professionally installed doorbells, doorbell cameras and security camera systems will be considered for approval.

These Architectural Standards become effective on **January 1, 2024**. There will be an initial grace period to allow owners to bring their units into compliance before any violation notices are issued. The initial grace period runs from January 1, 2024 through **February 16, 2024**.

Enforcement Procedures

- After the initial grace period expires on February 16, 2024, unit owners will be notified of their unit violations (if any) and they will be given 30 days to cure the violation(s) upon receiving the notice.
- If the violation(s) are not cured within the 30-day period, a 2nd violating notice will be given, with 30 days to make the correction.
- If the violation has not been addressed within 30 days after receiving 2nd violation notice, the owner will be called for a hearing, and correction needs to be made with 15 days after the hearing; after the 15 days the owner will be fined \$200.00 per month until the unit is brought into compliance.

If a unit owner had previously received written authorization from the Association Property Management Company to install a “non-conforming” item prohibited above, please furnish a copy of the authorization to Valentina Ramarez within the initial grace period.