

Woodbrook Camp and Tennis Club

Woodbrook DRB Rules

The Woodbrook Camp and Tennis Club, Condominium Board of Directors has adopted the following revised Design Review Board (D.R.B.) regulations as of **9/17/23** as discussed and approved with the D.R.B. and the BOD. The D.R.B. will have all of the responsibilities and authority indicated in our By-Laws and Declaration

GENERAL DESIGN REVIEW BOARD REGULATIONS

The D.R.B. 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.

1a. Structures allowed on each unit/lot.

DRB Approved Park Models (or Recreational Vehicles) not primarily for permanent dwelling but as permitted for seasonal use and contained upon a single floor or level not to exceed 400 sft (ref; bylaw 9d). Park Models allowed on any lot unless otherwise designated by lot # as referenced in bylaw 9d. Park Models that come with a factory loft are allowed but must not be full height. No second story Park Models allowed. No alterations of any factory-built loft space to make habitable full height living space will be allowed.

1b Alterations to existing unit/lot

Permanent additions or alterations to overall living space consistent with seasonal use is allowed and must have DRB approval with compliance to all local and state regulations. The total square footage of living space (ref DRB rule 2) on any lot cannot exceed 820 sf on a single level and must meet all set back requirements. 15ft from roadway, 5ft from property line. No second stories allowed. (ref DRB Rule #14) Permanent slabs will be allowed for any addition or alteration. All additions, alterations, screen houses cannot exceed 14 feet in height. The D.R.B. may approve up to 964 square feet of roof over any structure so long as the roofs do not exceed a 5/12 pitch

1c Other non – living space structures allowed.

Screen houses, porches, decks, platforms, sheds and other structures consistent with seasonal use but not necessarily physically attached to the structure are allowed. These will require DRB approval and comply with all applicable Municipal laws and regulations and State laws and regulations. (Ref. bylaw 9c(ii)) Screen rooms attached or detached shall not exceed 144 sq. ft. Screen rooms are not included in the 820 sq. ft of living space. Attached or detached the screen room must meet all set back requirements (ref DRB rule # 12)

2. 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 areas (attached or detached) of the first floor and the sq. footage. Woodbrook does not allow the total living area to exceed 820 sq. ft.

3. Interior and external construction will be allowed as permitted by the DRB from April 15th to October 15th. To include additions and alterations. Interior minor construction (such as painting, flooring, appliance replacement, wall treatments) shall be allowed during the off-season from October 16th to Nov 16th and Mar. 14th thru April 14th . Any interior work during the season (Apr 15 to Oct 15) does not require a DRB permit.

For these interior changes in the off season a DRB permit will be required and must be submitted and approved before the end of season. No Permits will be issued in the off season. The permit must be posted in a visible place to be seen from the street. No additions or major alterations will be allowed. If performed the owner will be subject to a major fine or any appropriate legal steps. You will be subject to project review at any time. If deemed to not be in compliance to the approved permit a cease-and-desist order will be made and a fine levied

a. All waste generated from any construction site will be the owner's responsibility to remove and properly dispose of off Woodbrook property. If this is not adhered to a fine will be levied

b. A working fire extinguisher must be available and made available for review.

c. Bylaw rule 9 will remain enforced for off season construction.

4. Any lot where a new unit will be placed, existing unit will be repositioned, an addition to an existing unit, adding a deck to an existing unit, adding a new shed or screen room, a lot survey will be required with stakes by a certified New Hampshire surveyor.

A plot plan locating the proposed construction activity shall then be submitted to the DRB along with a completed Woodbrook construction permit and any other additional plans that may be required. Once the DRB approves the permit a Town of Fitzwilliam permit will then be required prior to any work starting. Any construction that is started without a DRB and Town of Fitzwilliam permit (if required) will be subject to a \$100 a day fine and may result in the removal of construction at the owner's expense. All construction must comply with State and local codes, rules and regulations as well as Woodbrook's DRB Rules and Bylaws.

5. When excavating on any lot with machinery, heavy equipment, etc. a D.R.B. written approval is required, and a Dig Safe or similar organization markings must be reviewed by the D.R.B. 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.

6. 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.B. to visualize final appearance. The drawings should include a construction schedule. Upon review of the application and plans, the DRB 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 DRB for approval and submitted to the town of Fitzwilliam and/or the State of New Hampshire for the appropriate permit.

7. Any and all necessary State or Town permits and the D.R.B. 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.B.
- 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.B.

8. Exterior construction has to be completed within one year from the D.R.B.'s approval date; otherwise, the applicant must reapply to the D.R.B. for a new D.R.B. permit and perhaps a Town and or State permit. The D.R.B. must be notified in writing when the project is completed for a final inspection sign-off.

9. The D.R.B. and or BOD have the right to halt any construction pending resolution of a D.R.B. problem on any site. This rule is to ensure compliance/conformance with approved plans and regulations.

10. The color of any and all structures may not be altered without the written approval of the D.R.B.

11. If the D.R.B. 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.B. ***Failure to comply to the approved D.R.B. permit terms and/or D.R.B. 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.

12. 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.B. on a case-by-case basis.

13. Cutting down any tree(s) more than four inches in diameter, measured two feet above the ground, is prohibited. However, cutting trees larger than 4” in diameter may be approved by the D.R.B. on a case-by-case basis. Based on prior issues, both Boards agreed that cutting or trimming brushes, branches or cutting trees in common land is prohibited without permission of the BOD. Cutting a dead tree on your property is the landowner’s responsibility and does not require a DRB permit if it poses a danger.

14. Only one storage shed, per lot, is allowed and is not to exceed 10 feet by 12 feet wide and not taller than

10’ 6” 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.B. The location of the shed on the site and its color should be clearly shown on the D.R.B. application and the D.R.B. must inspect the proposed site and approve it in writing before construction is started. Lot boundary lines need to be visible and verified. Storage sheds are not to be used for Human Occupancy. ***Heat and or A/C devices are not to be used in storage sheds.***

15. Only one screen room is allowed per lot. The screen room may be attached to the recreational vehicle or enclosed porch with a permanent roof and are only to be used as a screen room. No electric heat or air conditioning is allowed at any time. Knee walls can be built not to exceed 36” in height and the total

square footage of the room cannot exceed 144 sf. Freestanding non-permanent screen rooms can be allowed on a temporary basis. Windows in the attached screen rooms may be left in year round provided all other rules are adhered to. All plastic and tarps can be up from Columbus Day to Memorial Day. All screen rooms have the right to be checked at any time by the DRB or BOD and if found to be in violation, fines will be immediately assessed, and windows must be removed at that time.

16. Any lot lighting must not interfere with the rights of the area lot owners. Upon complaining by any owner, the D.R.B. will investigate and may order such offending light altered or removed.

17. Owners have the responsibility of ensuring that electrical cords and connections are safe for their intended use.

18. Fences are discouraged, but are permitted if approved in advance by the D.R.B. In no case may a fence exceed 4 feet above the original ground, except for Woodbrook Association fences.

19. 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.B.

20. 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.

Sites will be inspected at least once yearly by the DRB and/or BOD and may also be inspected periodically as needed.

21. Satellite dishes should not exceed 40 inches in diameter and a D.R.B. permit is required. No more than 2 satellite television dishes are allowed on any Woodbrook lot, the wires must be buried, sitting is expected to be at least 5 feet from any property line and sitting, installation, etc. are subject to D.R.B. approval. The DRB allows any satellite contractor to locate the antenna prior to finalizing the permit.

22. No D.R.B. member can sign off on his or her own permits and all D.R.B. permits require two D.R.B. members or temporary member signatures.

23. Only propane heated hot tubs are permitted with D.R.B. approval, cannot exceed a 4-person capacity size and must be movable, and can use a 110 volt, 15amp GFI circuit for pump only.

24. All Projects with D.R.B. approval must have a certificate of completion from the D.R.B. It is the owner's responsibility to notify the D.R.B. when the project is complete. The completed construction, etc. must match the original application and drawings that were submitted to the D.R.B. 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.B. will provide a written, dated, and signed D.R.B. Certificate of Completion which will serve to confirm that the construction, etc. was completed in accordance with the D.R.B. approved application and the date of the Certificate will serve as the final date of completion of the project.

25. No buildings or other structures are allowed, including 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 - nonpermanent car ports can be used from Labor 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.

26. Woodbrook supplies up to a single 50-amp service from the road to your outside electrical box. **However, if you bought in with a 30 amp service you are responsible for the cost to upgrade providing Woodbrook can accommodate that upgrade.** At peak capacity you are not guaranteed there is a 50-amp service. Anyone who found exceeding the 50 amp service is to remove it and be fined.

27. The DRB shall have the authority to prohibit any person from doing work whether on a lot in Woodbrook or on a structure in Woodbrook if such a person has been found by the DRB or the BOD to have violated either these DRB rules as amended: and/or any provision of the Woodbrook By-Laws as amended. The preceding shall not prevent a lot owner (who otherwise is in compliance with all other provisions of the Woodbrook Condominium Declaration, as amended; and every provision of the Woodbrook By-Laws, as amended, from doing work on said lot owner's own lot even if said Lot owner has been found to have previously violated either these DRB rules, as amended; any provision of the Woodbrook Condominium Declaration, as amended; and/or any provision of the Woodbrook By-Laws, as

amended. Furthermore, the DRB and BOD shall have the authority to order any person to stop all work either on a lot in Woodbrook or on a structure in Woodbrook if the DRB and/or BOD determines that the work being done either does not comply with the DRB permit; the DRB Rules, as amended; any provision of the Woodbrook Condominium Declaration, as amended, and/or any Provision of the Woodbrook By-Laws, as amended. Any decision of the DRB under the DRB Rules shall be subject to appeal to the BOD, which appeal shall be filed in writing by the lot owner within 14 days of the DRB decision. In the event of such an appeal, the prohibited person shall stop all work. Any decision of the BOD under this DRB Rule shall not be subject to appeal.

28. Electric heat of any kind is not allowed. Heat source must be propane.

29. Garbage Disposals are not allowed. Even if they say they are ok for septic They are not allowed.

30. All heating modifications must be approved by the DRB.

31. If the owner(s) falls behind on any monies owed to Woodbrook - condo fees, late charges, fines, assessments, interest, etc. - you cannot be issued a DRB permit until paid in full. Also, if you fall behind after a permit is issued it can be rescinded.

32. Every unit must provide an accessible outside water faucet from the Woodbrook provided main water line to allow for blow-out of the main system at season end. If faucet is accessible by a service door, it must be able to be opened by hand and labeled **“Main Water Line”**.

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

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

Approved by the Board of Directors on 9/17/23 and effective as of opening season starting April 15 2024