

## INFO DOCUMENT AI – PATIO EXTENSION SPECIFICATIONS & RFA

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The following specifications must be followed for the construction of a first-floor patio extension. No other options are permitted to ensure harmony throughout the community. There are size options, but no deviation from stone work or color. The LAP condominium Board of Directors has approved this specification for any patio extension to be installed.

**THE INSTALLATION MUST BE PERFORMED BY A PROFESSION STONE MASON. DIY OR ASSISTED DIY IS PROHIBITED. CONTRACTOR NAME MUST BE INCLUDED ON APPLICATION FORM TO THE BOARD FOR APPROVAL.**

The LAP Board of Directors may decline the request due to underground utilities, insufficient space to build, right of ways, non-compliance with the specifications or other requirements. A Board member will review the proposed patio site prior to construction, during construction, and after construction. Any deviation from the specifications will need to be corrected to the satisfaction of the Board of Directors, including complete removal as directed by the LAP Board.

A *Request for Alteration* is required (included with this document), as well as, a signed copy of the included agreement. The LAP Condominium Association grants the “temporary” installation of a patio extension. Should a future owner not want the patio, or the Board of Directors requires the removal, the current owner must remove it and restore the CE to its original condition. Since the installation of a patio at Lakes at Polaris is considered “temporary” a construction permit should not be required.

Note: No structural changes to the LAP Condominium buildings are allowed per the bylaws therefore this specification only applies to first-floor Condominium Units.

A mason who only does patios and has excellent ratings, reasonable prices, will install on schedule, and has special pricing for LAP is:

Email: [dwoodrum.dlg@gmail.com](mailto:dwoodrum.dlg@gmail.com)

**DLG Property Services LLC**

Mount Gilead, OH

Mon-SAT: 8 AM to 8 PM

Web site: <https://www.dlgpropertieservices.com>



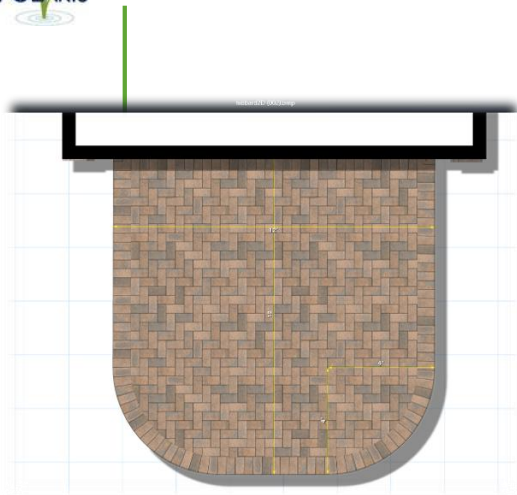
SPECIFICATIONS AND FORMS ARE ON THE NEXT PAGES



## Specifications to add a custom stone patio extension to a first floor LAP Condominium Unit

**Must be installed by a qualified stone patio company that is approved by the Association's Board. Do it yourself projects are prohibited.**

Revision 1.0



12'Wx12'L Example

- **Specifications...**

1. **Installation by local professional stone patio company is required.**
2. Owner must check to be sure there are no easements in the area nor underground utilities, or cables.
3. The design shown is the only design that can be installed.
4. No cement base under the stones so the patio extension can be removed and the area restored to 'grass' if that should become necessary for any reason.
5. The new patio area can match the height of the current patio deck or one step down. The area must have the brick edging as shown, with rounded corners, so it is easy for the landscapers to mow and trim around.
6. All material should be manually transported to patio area – no heavy equipment on lawns if possible. Lawn must be restored if damaged in any way.
7. This is the standard design and configuration for any first-floor Condo Unit that would like to build one. Allowed sizes are 12x12, 12x10, 12x8, 12x6, 12x4, or 12x3 depending on condo location and space. A few Units cannot have patios due to their location.

Revision 1.0



Patio edged with grass as shown in completed patio picture

- **Specifications continued...**

7. The Base is 13'x14' for a 12'x12' finished patio. It consists of a crushed #57 limestone gravel base and a number #9 limestone setting base to afford long term stability. Depth of base is 5 to 6 inches, and compacted. After pavers are laid, the edges are restrained using a crack resistant concrete edging to prevent movement. The paver joints are filled in with polymeric sand to prevent weed growth.
8. Required pavers are: 'Unilock-Hollandstone' in a herringbone pattern with a Hollandstone brick paver edge ('solider course') as shown. Full stone pavers (2.5" thick) are required. Curved edge is required. Paver color is "River Blend".
9. Finished patio area must be graded to a shallow slope and grass seed spread to cover all dirt areas and anywhere else grass was damaged. Unit Owner must water the area until grass is fully established. See example of finished patio and grass area.



## 1 - REQUEST FOR PATIO ALTERATION INSTRUCTIONS

*A Request for a Patio Alteration* must be submitted and APPROVED before a project begins. An application submitted without the required and adequate information will be returned unapproved and any work done will be removed by the Lakes at Polaris Condominium Association at the Unit Owner's expense.

## 2 - APPLICATION FOR ALTERATION FORM – SEE PAGES 6, 7, & 8

1. Fill out all form locations with an asterisk \* completely.
2. Please provide a clear description (or use the example information)
3. Add any additional drawings or diagrams as needed to explain your alteration.
4. Add additional pages as needed to describe the alteration, if required.
5. Add any supporting literature needed – Pictures, References, etc.
6. Fill in all areas with an \*.
7. Submit this entire document via Email, Postal Mail, or In Person to Management Company.

## 3 – RESULTS OF BOARD & PROPERTY MANAGER REVIEW OF THE SUBMITTED APPLICATION

1. The *Patio Application for Alterations* will be reviewed by:
  - a. First by the Management Company Representative for compliance with Rules, Regulations, Policies and the Requirements and Bylaws.
  - b. Then by the entire Board of Directors for comments and/or approval/denial.
  - c. If approved, the Board President will sign the Results Form on behalf of the Board.

### **SUBMIT ALL PAGES TO THE LAP PROPERTY MANAGER**

**This entire document will be sent back to you with the Board review results.**

**If the request is denied you will be given the reason(s).**

**If the request is denied and you disagree with the decision, please schedule an appointment through the Property Manager for the next scheduled board meeting. (Please allow for two weeks' notice to the Board.)**

**If the Board/Property Management Company suggest changes to the RFA, please re-submit.**

**Condominium Unit Owner(s) please fill in all areas marked with a \*, this information is required for the Board to consider your request. Submit all pages to LAP Property Manager.**

**Property Manager please fill in all areas marked with a # and return page 3 to owners.**




Submit your *Request for Alteration similar to this one*: (Blank Request on Page 5)

## Patio Request for Alteration **Example**

<b>*Name:</b>	Unit Owner
<b>*Phone:</b>	Xxx xxx xxxx
<b>*Email:</b>	unitowner@email.com
<b>*Unit's Address:</b>	ZZZZ street
<b>*Brief Description:</b>	Add custom stone patio extension

Describe alteration: Explain and add drawings/pictures/etc. as needed

<b>*What do you want to do?</b>	
We want to add a stone patio for entertaining and relaxing to our first-floor condo. See picture and specifications attached along with the installation company doing the work.	
*The completed patio size is: (check one)	
1. 12 feet by 12 feet _____ 2. 12 feet by 10 feet <input checked="" type="checkbox"/> _____ 3. 12 feet by 8 feet _____ 4. 12 feet by 6 feet _____ 5. 12 feet by 3 feet _____	
*Planned profession installation company:	
DLG Property Services LLC <input checked="" type="checkbox"/> _____	
Other: _____	
Type into the form or print and write in your plan. Add additional pages and documents as needed.	
<b>*Planned Start Date:</b>	June 1, 2025
<b>*Planned End Date:</b>	June 4, 2025

Please check your *Rules and Regulations for specifics pertaining to your community and note that all improvements must occur within your Limited Common Area.*

\*Printed Name of Owner: Unit Owner 1

\*Signature of Unit Owner: Unit Owner 1

\*Printed Name of Owner: Unit Owner 2 (or none)

\*Signature of Unit Owner: Unit Owner 2


**\*Required Entry by Owner(s)**



## Patio Request for Alteration

<b>*Name:</b>	
<b>*Phone:</b>	
<b>*Email:</b>	
<b>*Unit's Address:</b>	
<b>*Brief Description:</b>	Add custom stone patio extension per required specifications

Describe alteration: Explain and add drawings/pictures/etc. as needed

<b>*What do you want to do?</b>	
<p>We want to add a stone patio for entertaining and relaxing to our first-floor condo. See picture and specifications attached along with the proposed installation company who will do the work.</p> <p>*The completed patio size is: (check one)</p> <ol style="list-style-type: none"> <li>1. 12 feet by 12 feet _____</li> <li>2. 12 feet by 10 feet _____</li> <li>3. 12 feet by 8 feet _____</li> <li>4. 12 feet by 6 feet _____</li> <li>5. 12 feet by 3 feet _____</li> </ol> <div style="text-align: right;">  </div> <p>*Planned profession installation company:                  DLG Property Services LLC _____                  Other: _____</p>	
Type into the form or print and write in your plan. Add additional pages and documents as needed.	
<b>*Planned Start Date:</b>	
<b>*Planned End Date:</b>	

*The installation of a patio extension is an exception to the use of the CE.*

\*Printed Name of Owner: \_\_\_\_\_

\*Signature of Unit Owner: \_\_\_\_\_

\*Printed Name of Owner: \_\_\_\_\_

\*Signature of Unit Owner: \_\_\_\_\_

**\*Required Entry by Owner(s)**



## Patio Request for Alteration (cont.)

<b>*Name:</b>	
<b>*Phone:</b>	
<b>*Email:</b>	
<b>*Unit's Address:</b>	

### Results of Review of Your Application for Alterations

Applications that deviate from pre-approved plans will have to be inspected by the Association Board, which could take up to 30 days to complete the application review.

Normal time for an application review is two (2) weeks.

√Review Note(s):

√Request Approved:

√Request Declined:


<b>#Brief Description:</b>	Request to install a patio extension to Owner's Unit
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√Signature of Property Manager:

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√Signature of Board President:

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√Required if approved



Submit this form with the *Request for Alteration* for a patio extension, if approved these documents will be filed out and associated with the Condominium Unit listed.

**Binding Agreement between Unit Owner(s) requesting the installation of a patio extension to a first-floor Condo Unit at The Lakes at Polaris Condominium Association LLC.**

\*Required Entry by Owner(s):      ✓Request Approved:       ✓Request Declined:

<b>*Name(s):</b>	
<b>*Phone:</b>	
<b>*Email:</b>	
<b>*Unit's Address:</b>	

- ✓ We are adding a stone patio, if approved, for entertaining and relaxing to our first-floor condo. It is constructed per the picture and specifications approved by the LAP Condominium Board. I/WE have selected the size listed below.

\*The completed patio size is: (check one)

1. 12 feet by 12 feet \_\_\_\_\_
2. 12 feet by 10 feet \_\_\_\_\_
3. 12 feet by 8 feet \_\_\_\_\_
4. 12 feet by 6 feet \_\_\_\_\_
5. 12 feet by 3 feet \_\_\_\_\_



- ✓ Is will be exactly as shown in the picture: (size may be different). \*Initials: \_\_\_\_\_
- ✓ The patio will be installed by a professional stone mason company \*Initials: \_\_\_\_\_
- ✓ It will be constructed as a 'temporary' structure. \*Initials: \_\_\_\_\_
- ✓ When we sell the Condominium Unit the patio will be removed and the Common Element restored to original (soil and grass), if requested by the buyer. \*Initials: \_\_\_\_\_
- ✓ We will maintain the patio to the same standards as the rest of the Lakes at Polaris. \*Initials: \_\_\_\_\_
- ✓ We agree that If the Unit is sold and the new owner wants to keep the patio the selling documents will stipulate that "The 'temporary' patio is included in the sale and the new owner(s) will maintain the patio to the same standards as the rest of the community and continue to meet all the requirements defined in this document \*dated: \_\_\_\_\_". Failure to include this statement in the sale transfer documents is a violation of the Lakes at Polaris Condominium Association LLC rules and regulations and is subject to an infraction assessment. It may also be subject to legal action by the LAP Condominium Association LLC to the previous owner and the new owner of the Condo Unit listed in the address above. \*Initials: \_\_\_\_\_
- ✓ The Unit's deed must be updated to reflect the patio extension when or before the Unit is sold or transferred. \*Initials: \_\_\_\_\_

\*Printed Name of Owner: \_\_\_\_\_

\*Signature of Unit Owner: \_\_\_\_\_

\*Printed Name of Owner: \_\_\_\_\_

\*Signature of Unit Owner: \_\_\_\_\_