



Request for Modification Review Information

Thank you for your interest in submitting a modification request form. Each request is reviewed on a case by case basis. Please review the following for more information pertaining to modification request package submission.

I. Review Process

- a. Homeowner submits a **complete modification request package** to the association manager via email, mail, or fax.
- b. Association manager submits the package to the Advisory Committee.
- c. Association manager receives the committee's **recommendation** and submits the request with the recommendation to the Board of Directors.
- d. The Board of Directors reviews the application and determines whether approval or disapproval is appropriate. The Board of Directors has the final say for all requests.
- e. Association Manager notifies homeowner of the Board's decision **in writing** via letter from the association. Please note that no approvals/disapprovals are valid unless in writing. Verbal approval is not sufficient.

II. Timeline

- a. Depending on your community's CCRs, the Board has **30 – 60 days** to review and respond to each modification request

III. FAQs:

1. Why do I need to submit a modification request even though I am the owner of the property?
 - a. The modification request process is used to ensure that all exterior changes are held to the standards of the community.
2. What if my modification request package is incomplete?
 - a. The request must be denied if the package is incomplete.
3. Do I have to have my neighbor's signatures even if the modification does not affect them?
 - a. Yes, all request require neighbor's "In favor" or "Not In Favor" signatures. If your neighbor signs "In Favor" this protects you, the homeowner, from a neighbor disputing your request in the future.
4. If my neighbor is not in favor of my request will it be immediately disapproved?
 - a. No, the Board reviews all requests and has the final say for all requests.
5. If I am re-painting the exterior of my home the same colors do I need approval?
 - a. No, in this case you do not need approval.