

Your home is in a covenant restricted community. Your manager assists your Board of Directors in upholding those covenants and protecting your community and property values. One of the ways your manager assists them is with the modification process. The process may seem tedious but please know that we have your best interest in mind. It takes time to review each request, so please be patient.

The best way for you to assist your manager in handling your request is to carefully read the instructions. **Send your request in one pdf file. If it needs to be assembled on our end it will take longer to be processed.** A properly assembled request can be reviewed and forwarded on for processing much more quickly. Below you will find some useful information about the modification process. Once completed, please return to your **Community Manager** for review.

## **I. Review Process**

- a. Homeowner submits a **complete modification request** package to the Association Manager via email, mail, or fax. The package should be assembled in one pdf document for faster processing. All photos should be labeled and inserted into the document.
- b. Association Manager submits the package to the **Board of Directors**.
- c. 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.
- d. 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. Please prepare for the full processing time.

## **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. Your home is in a covenant restricted community. You agreed to abide by these covenants when you bought your home.
- 2. What if my modification request package is incomplete?**
  - a. The request must be denied if the package is incomplete. Incomplete packages lead to a longer processing time. The clock starts once completed documents are received.
- 3. Must I have my neighbors' signatures even if the modification does not affect them?**
  - a. Yes, all requests require neighbors' "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.

**REQUEST FOR MODIFICATION REVIEW**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

Community \_\_\_\_\_ Lot/Block \_\_\_\_\_

Please provide the Architectural Control/Covenants Committee with all information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Community Guidelines approved for the community. Once the form is completed, please send it to your **Community Manager**.

Description of Modification Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Acknowledgment of Adjacent Homeowners (**all homeowners sharing common boundary line**): This acknowledgement will be considered by the Covenants Committee but will not be binding upon the Covenants Committee. No application will be considered unless this section is completed, or the Applicant Homeowner has made a reasonable effort, in the sole discretion of the Board, to have this section completed.

Signature \_\_\_\_\_ Lot (\_\_\_\_) In Favor Of (\_\_\_\_) Not In Favor Of (\_\_\_\_)  
Signature \_\_\_\_\_ Lot (\_\_\_\_) In Favor Of (\_\_\_\_) Not In Favor Of (\_\_\_\_)  
Signature \_\_\_\_\_ Lot (\_\_\_\_) In Favor Of (\_\_\_\_) Not In Favor Of (\_\_\_\_)

**Under each of the most common headings below, all the items listed must be submitted. Please refer to the Covenants for other necessary information required for modifications such as detached structures, outdoor play equipment, pools, etc.:**

**Patio or Walkway**

\_\_\_\_\_  
\_\_\_\_\_ Lot survey denoting location  
\_\_\_\_\_ List of materials to be used

**Exterior Decorative Objects, Front Porch Flowerpots, Lighting, Etc.**

\_\_\_\_\_  
\_\_\_\_\_ Description of object \_\_\_\_\_  
\_\_\_\_\_ Location and picture or sketch of object

**Garden Plot**

\_\_\_\_\_  
\_\_\_\_\_ Location and size of garden  
\_\_\_\_\_ Type of plants to be grown

**Playhouses**

\_\_\_\_\_  
\_\_\_\_\_ Location (must have minimum visual impact on adjacent properties)  
\_\_\_\_\_ Size and Sketch  
\_\_\_\_\_ Materials (in most cases, material used **should** match existing materials of home)

**Private Pool**

\_\_\_\_\_ Picture or drawing of pool type.  
\_\_\_\_\_ Dimensions (maximum size 1,000 square ft.)  
\_\_\_\_\_ Color (must be blue or white).  
\_\_\_\_\_ Site plan denoting location.  
\_\_\_\_\_ Type of lighting source.  
\_\_\_\_\_ Landscape plan

**Fencing**

\_\_\_\_\_ Picture or drawing of fence type.  
\_\_\_\_\_ Dimensions (maximum height may not exceed 6 feet; maximum span between posts shall be ten feet).  
\_\_\_\_\_ Color  
\_\_\_\_\_ Site plan denoting location  
\_\_\_\_\_ Crossbeam structure must not be visible from any street (must face inside toward yard).  
\_\_\_\_\_ Materials  
\_\_\_\_\_ All nails, screws or fasteners shall be aluminum or hot-dipped galvanized.  
\_\_\_\_\_ All posts shall be anchored in concrete.

**Exterior Landscaping and Maintenance**

\_\_\_\_\_ Landscape plan denoting plant material and location

**Deck/Porch**

\_\_\_\_\_ Picture or Drawing (deck must match any existing deck).  
\_\_\_\_\_ Dimensions  
\_\_\_\_\_ Color (must be natural or painted to match exterior color of home).  
\_\_\_\_\_ Site plan denoting location (in most cases may not extend past sides of home).  
\_\_\_\_\_ Materials (must be cedar, cypress or No. 2 grade or better pressure-treated wood).

**Exterior Building Alterations**

**Paint (Submit only if other than original paint color)**

\_\_\_\_\_ Color  
\_\_\_\_\_ Area of home to be repainted.  
\_\_\_\_\_ Photograph of your home plus homes on either side (in most cases adjacent homes cannot be painted the same colors).

**Storm Windows/Doors**

\_\_\_\_\_ Picture or drawing of all windows/doors on which storm windows/doors will be installed.  
\_\_\_\_\_ Picture depicting style of storm window/door to be installed.  
\_\_\_\_\_ Color (window/door trim must be baked enamel and color must be compatible with primary and trim colors).

**Building Additions**

\_\_\_\_\_ Location of addition and size of lot.  
\_\_\_\_\_ Size, color, and detailed architectural drawing of addition.  
\_\_\_\_\_ Materials (material used **must** match existing materials of home).  
\_\_\_\_\_ Building permit (if required).

