

REQUEST FOR MODIFICATIONS: FACT SHEET

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 advisory committee.
- c. Association manager received the committee's recommendation and submits the request with the recommendation to the Board of Directors.
- d. The Board of Directors review 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 CC&Rs, 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 documents are received complete.
- 3) Do I have to have my neighbors signature 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 requests 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.

Please review the community Covenants and Bylaws on the owner's website to get full outline of your community standard and the roles of the Board of Directors.