

## **ARCHITECTURAL RULES & PROCEDURES FOR HOMEOWNER'S ASSOCIATIONS**

No construction, alteration, modification, removal or destruction of any improvements of any nature, whether real or personal in nature, shall be initiated or be permitted to continue or exist within the property without the prior express written approval of the Architectural Committee.

The procedure before starting any exterior alteration is as follows:

- 1) REQUEST AN APPLICATION FROM THE MANAGEMENT COMPANY.
- 2) FILL OUT THE APPLICATION AND RETURN IT TO THE MANAGEMENT COMPANY.
- 3) MANAGEMENT COMPANY WILL IMMEDIATELY FORWARD APPLICATION TO THE ARCHITECTURAL COMMITTEE.
- 4) ARCHITECTURAL COMMITTEE MEMBER WILL MEET WITH YOU IN A TIMELY MANNER.
- 5) ARCHITECTURAL COMMITTEE WILL RETURN THE APPROVED OR DISSAPPROVED APPLICATION TO MANAGEMENT COMPANY.
- 6) MANAGEMENT COMPANY WILL SEND YOU A LETTER OF APPROVAL TO BEGIN YOUR PROJECT OR DISAPPROVAL WITH EXPLANATION.
- 7) UPON COMPLETION OF PROJECT, CALL MANAGEMENT COMPANY AND THEY WILL ADVISE THE ARCHITECTURAL COMMITTEE TO PERFORM A FINAL INSPECTION.
- 8) AC COMMITTEE WILL NOTIFY MANAGEMENT COMPANY OF FINAL APPROVAL.
- 9) MANAGEMENT COMPANY WILL SEND FINAL APPROVAL LETTER.

**Please be sure and submit your application well before you want to start your project, therefore allowing the committee time to inspect and reply.**

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