

### **Procedure for review of external or landscape change requests:**

- All proposed alterations, changes, or additions to any Salt Marsh Cottage exterior or landscape must receive approval from the SMC HOA Board prior to starting. (per policy statements of February, 2014 and October, 2019)
- Requests to make alterations must be received by the SMC Property Manager a minimum of 10 working days prior to the next SMC board meeting to be included on the agenda. (Meeting schedule is on the following page)
- All requests should include the appropriate application (<https://saltmarshcottages.com/policies>), a description of the proposed change, as well as detailed drawings and/or photographs as appropriate. (Owners are encouraged to consult the SMC Property Manager for guidance in preparing their request.)
- SMC HOA Board may approve, deny, or request further information.
- Homeowners who make alterations without prior board approval will be required to remove any unapproved changes and remediate any damage to the exterior of the cottage *at their own expense*. Unapproved landscape additions will require removal as well. The submission of an application after changes have been made does not follow policy or procedure and may not be approved.
- Homeowners shall be responsible for obtaining all applicable permits. A copy of all permits, and any applicable inspections of completed work, must be forwarded to the SMC Property Manager.

**Please be advised that there may be some situations where the Moss Creek Homeowners Association needs to be brought in to review a submission that potentially affects the community as a whole before a final decision is rendered.**

## **SMCOA Board of Directors Meeting Schedule 2024**

All Meetings begin at 8:30 am

(Note: Meetings will be held via Zoom.)

January (5)

April (12)

June (14)

August (16)

October (11)

November (1)

December (5) (First week) —Membership Annual Meeting