

**TWO-STEP APPROVAL PROCESS  
FOR MODIFICATION/ADDITION TO EXTERIOR OF UNIT  
BY UNIT OWNER**

*(Approved by HOA Board on November 16, 2020)*

*(Revised by the HOA Board on October 16, 2023)*

*The association's board of directors is responsible for maintaining compliance with the association's organizational documents (Master Deed, Bylaws, and Rules and Regulations) when requests for approval are made. The purpose of this document is to set forth specific guidelines, and questions to be considered, for the board's use when a request for approval of the modification or addition to the exterior of a unit is received.*

**PROCESS:** Once a written request for approval is received, the board will acknowledge receipt of the request in writing (via email) and send the homeowner this document which outlines the specific steps that must be taken before any approval can be given.

**STEP ONE:** *Homeowner must submit the following in order to receive “concept” approval:*

1. Initial sketch showing proposed design, dimensions, and materials.
2. Proposed construction start date.
3. Proposed contractor (name, address, and phone number).

***The HOA board will then:***

1. Verify boundaries of design.
2. Evaluate effect (if any) on neighbors.
3. Ascertain if the construction/renovation impacts the irrigation system.
4. Verify that the construction/renovation meets all requirements of the Master Deed, and the Rules and Regulations of the association.
5. Respond to homeowner with findings.

**STEP TWO:** *Homeowner will submit the following in order to receive “final” approval:*

1. Architectural\* drawing showing design details, dimensions, and materials.
2. Contractor's proof of insurance document.
3. Actual construction date and length of construction.
4. County building permit.

***The HOA board will then:***

1. Grant “final” approval for construction in writing.
2. Unit owner is advised they must ensure that contractor is to repair any and all damage which may be done to the premises (such as ruts in yard, trash removal, lawn damage, etc.)
3. Advise unit owner if construction timing has any impact on irrigation systems.

*\*Architectural drawings are not needed in all instances, so long as the drawing/sketch initially submitted has all the proper dimensions, materials, and project details necessary. If the construction is extensive and requires changing of exterior structural elements of the unit, Architectural drawings are required.*

*Reference:*

*Master Deed – Article IX. Alterations, Section 9.1 Alteration of Regime*