

# **Lesner Pointe – Homeowner Guide to Unit Changes**

## **(For Owners Considering Alterations, Additions, or Modifications)**

### **Step 1 – Know What Needs Approval**

- Any material alteration, addition, or modification to your unit or Limited Common Elements (balconies, patios, certain fixtures) requires prior written Board approval.
- Changes to doors, windows, railings, or exterior finishes require approval.
- Any work inside walls, floors, or ceilings (plumbing, electrical, HVAC, ducting) requires approval.
- Modifications to drain lines, attic spaces, or subfloors require approval.
- Installation of porch curtains or other exterior coverings requires approval.
- No approval needed for 'replacements in kind' (like-for-like replacement of HVAC, cabinets, ceiling fans, flooring, etc.).

### **Step 2 – Rules for Exterior & Common Areas**

- No improvements to exterior, landscaping, or Common/Limited Common Elements without written approval.
- Patios/balconies: Keep neat; only approved furniture, grills (size/type limits apply), and up to two neutral-colored planters.
- No trellises, planter boxes on railings, hanging plants outside the railing, or items attached to siding.

### **Step 3 – Style & Quality**

- All visible changes must match existing architecture, style, materials, and colors.
- Repairs must maintain community aesthetics and structural integrity.

### **Step 4 – Contractor & Work Rules**

- Contractors must be licensed and insured.
- Unit Owner is responsible for permits, clean-up, and any damage caused.
- Work must be contained to your unit, patio/balcony, or assigned parking space.
- No contractor debris in Association dumpsters.

### **Step 5 – Submitting a Change Request**

- Complete the Architectural Change Request Form with full details: description, location, materials, contractor info, and photos/drawings.
- Before/during/after pictures required (especially for opened walls).
- Submit to Board of Directors, c/o My Street Community Management.
- Allow at least 4 weeks for review; emergencies reviewed case-by-case.

- No work may start until you have written Board approval.

## **Step 6 – Enforcement & Records**

- Unapproved changes will be noted in your unit file and disclosed to potential buyers.
- The Board can order removal or correction at your expense and impose fines or suspend privileges.

## **Step 7 – Insurance Reminder**

- Association insurance covers original features only.
- You must insure your upgrades and improvements.

## **Approval Checklist**

- Determine if your project is 'replacement in kind' or needs approval.
- If approval needed, complete Architectural Change Request Form.
- Attach photos, diagrams, contractor info, and permit details.
- Submit and wait for written approval before starting.
- Keep all work consistent with community standards.