

EAST GREENS CONDOMINIUM, INC.

GENERAL MODIFICATION PROCEDURE

The Architectural Review Board (ARB) establishes and recommends Architectural and Landscape control standards which will maintain the integrity of the community and the harmonious relationship between the structures and the environment. The Board may establish uniform procedures, guidelines and rules. These guideline and standards which cover the most frequent requests are general in nature and may be amended or added to from time to time. **Each applicant will be considered on an individual basis and no approval or disapproval shall be considered as establishing a precedent.** Evaluation of the proposed work will be based on the effect it will have upon the privacy, light, air and quiet enjoyment of the immediate neighbors, and on the community as a whole.

1. The ARB will consider only written requests in total compliance with the provisions of the paragraphs contained in these guidelines.
2. All proposed work to be done to the exterior of a unit and/or its easement above or below ground level must be approved in advance by written communication from the ARB to the owner(s).
3. All requests for ARB modification shall be conveyed to the Board of Directors through the management company of the Association in which the residence is located, for their acceptance or rejection, if required. Approval may be denied and reasons for the denial will be stated in a notice of rejection.
4. Any addition to the exterior, alterations and modification or change to a residence shall be compatible with the existing structure in material, color and design.
5. When exterior utility lines (water, sewer, electric, sprinkler or television cables) are covered with concrete slabs for any purposes by the unit owner, the unit owner shall be responsible for any expense to expose and recover such lines in the event that access becomes necessary.
6. The ARB will answer by mail all application for additions, alterations, etc., as promptly as possible. Receipt of Request for Review of Architectural or Landscape Modifications will be acknowledged within (5) days following delivery to the management office. If the ARB fails to reply in writing within (60) sixty days, the application shall be considered to have been approved.
7. If any work is found not to be in accordance with the approved applications, the unit owner(s) shall be notified by the ARB and if not corrected within a reasonable amount of time the ARB may undertake to correct it, and charge the unit owner(s) for all costs and/or may impose fines.

8. The ARB meets no less than monthly when there is business to transact. All applications must be filed with the management company, at least (5) days prior to any meeting to provide time to review.
9. The unit owner may be present at the ARB meeting to clarify any question about the application.
10. Applicant unit owners will be responsible for any damage incurred to any Association common property and insure that there has been no deviation from the approved plans.
11. ARB approval does not preclude the necessity to obtain all necessary permits.
12. One copy of the plans must be included with the application. All major alterations must be accompanied by plans from a registered architect or general contractor.
13. The drawings or sketches accompanying an application are to indicate the distance between the unit being altered and the surrounding residences.
14. The ARB reserves the right to conduct inspections during the course of construction to ascertain that plans and specification are being adhered to.
15. The resident must notify the management company of the construction schedule and completion date so inspections can be arranged.
16. Any deviation from accepted plans shall be sufficient cause to have the county building official issue an immediate violation and stop work notice.
17. If an Independent Contractor is used, Worker's Compensation and General Liability Insurance Certificates naming the Association must be filed with the management company prior to work commencing.
18. Any requests submitted after work is completed will be an automatic denial and owner will be asked to remove any alteration and put back to prior condition.