

Elm Park Community Association

Types of Changes Requiring Approval by the Architectural Committee/Design Review Committee

All proposed exterior modifications, alterations, additions or changes must be submitted to the AC/DRC for approval **prior** to any installation or commencement of construction.

The above mentioned installation, alterations, additions or changes may include, but are not limited to, walls, arbors, decks, gazebos, fences, fountains, pools, spas, landscaping, hardscape, patios, pottery, gates, light fixtures, fire-pits, barbeques, umbrellas, statues, room additions, window replacements, etc.

Procedure Used to Review & Approve or Disapprove a Proposed Change

Homeowner shall submit all of the following:

1. Property Improvement Form/Application.
2. Plan & Specifications (3 sets). 2 copies will be returned to the Owner and 3 sets will be retained by the Association after it is reviewed.
3. Photographs, brochures and/or material samples (1 set) where applicable (items provided will **not** be returned to the Owner).
4. No application fees are required.

Upon receipt, the information will be reviewed for completeness. Should any of the above items not be submitted, the entire submittal shall be returned to the owner noting the missing information. An application will not be “submitted” until it is complete.

If the submittal is complete, the management company will log the submittal, send a confirmation of receipt to the owner, and send the submittal package to the AC/DRC for review.

The AC/DRC has 45 days to review the submittal (from the date received by management). Should the homeowner not receive a response within 45 days from receipt by the Association, the submittal shall be deemed approved. A deemed approved submittal does not provide rights to the homeowner to violate alteration of the common area or Association maintenance areas regardless of submittal information.

The AC/DRC shall review submittals for the purpose of determining if the proposed improvements meet the Architectural Guidelines/Design Review Guidelines and that the appearance of any structure affected will be in harmony with the surrounding structures, that the construction will not detract from the beauty, wholesomeness or attractiveness of the Common Area or the enjoyment by the Members, and that the upkeep and maintenance will not become a burden on the Association.

Any changes to the exterior of a residence must be specifically called out, in detail, in order for them to be approved. Unless specified by the submitting owner, any installation will be assumed to be in strict accordance with the Association's architectural guidelines. Proposed plans must also depict any easements within the property, and, in the case of a relocated improvement (such as a wall, fence or similar structure), the plans must depict both the original location of the improvement and the proposed new location.

The AC/DRC review is for aesthetics only. Homeowners must defer to their professional consultant to determine if a permit is needed, if utility or other City/County easements exist and verification of property lines. If one neighbor accuses another of building onto their property, it is a neighbor to neighbor issue.

The AC/DRC will complete its review and send the submittal package back to management noting whether it is approved or not and any reasons for the denial, if applicable. Management will log the submittal as returned and send one set back to the homeowner. If denied, the homeowner must start this process again with the required number of plans and application copies as noted above.