

Application for Improvement Review Procedure

1. Application received
 - a. May be received by mail, email attachment, or hand delivery.
 - b. May be received by Board President, Committee Chair, or by another Board or Committee member.
 - i. Whoever receives it will note date received and initial at top of Application. 10 day clock starts.
 - ii. Four copies (including original) are made for distribution to the Committee. Original is retained by the Board President. (Note: Board President has HOA office supplies to make all copies needed.)
2. Committee considers application
 - a. Steps in review may include:
 - i. Consultation with applicant
 - ii. On-site visit by Committee Chair or Committee
 - iii. Interviews with neighbors
 - iv. Request applicant for additional information (10 day clock stops until information is provided.)
 - v. Board President consulted for questions of interpretation or legal implications. President may consult legal advisor.
 - b. Once all necessary information is collected, Committee discusses case and decides on approval or disapproval. If a suggested modification is needed for approval, Chair consults with applicant before final vote.
3. Committee delivers completed form to Board President. If disapproved, form must reflect all factors that contributed to the disapproval, with specific references to the Deed Restrictions where appropriate.
4. Board President delivers copy of application to the applicant. If the application is disapproved, the homeowner is informed that they may appeal the decision to the Board.