

CHENOWETH HOMEOWNERS ASSOCIATION

Exterior Modification Procedures

The Homeowners Association has the responsibility of maintaining the aesthetic and architectural character of the community. We trust that all will understand that this oversight should be looked upon as a safeguard for the investments we have made in our homes. An owner wanting to make any exterior change, improvement, or addition which alters the exterior appearance of the home or Lot (including any change in color, or major landscaping modifications) must first obtain approval from the Architectural Review Committee (ARC).

Procedures for Requesting Approval

1. The Homeowner must submit a completed ARC Request for Change form along with any drawings, pictures, specifications and/or contractor proposals as necessary to show the complete scope of the project.
2. The ARC will review the request form and either approve, deny, or conditionally approve the request with additional or alternative recommendations and/or requirements for the improvement. However, if the proposed modification is such that it could be considered major, or if it includes a request for a variance of established standards, the ARC may forward the request to the Board for final action.
3. The homeowner will be notified of approval status. As far as it is practical, this notification will be made by furnishing the homeowner a copy of the completed ARC Request form.

Fees

On major projects (or any project on which the ARC may wish to seek third party guidance) the Board may charge reasonable fees for the processing of plans and specifications. Fees may also be charged to cover the cost of inspections that shall be payable at the time of submission of the respective item for approval - payable to the association. If a fee will be required on your project, you will be notified by the property management company.

Consideration Time

Once a Request for Change form is received, our practice is to do everything possible to respond within thirty days (30), and the vast majority of requests will be processed within that time. Non-receipt of a decision does not constitute approval.

Enforcement

The H.O.A Board of Directors retains the right to require the removal of any unauthorized changes or improvements, and when (in their sole discretion) such removal and restoration to a Unit's original condition is appropriate, such removal/restoration will be at the homeowner's expense.

Governmental Approvals

Additions and major remodeling projects may require permits and inspections by local Government officials. Each Homeowner assumes all responsibilities for securing such approvals as well as for complying with any easement or setback requirements.

ARC Application Form

Homeowner Name: _____

Property Address: _____

Phone/Email: _____

Description of Proposed Change/s: _____

Materials to be used: _____

Color Samples Attached: Yes or No

Drawings/Plans Attached: Yes or No

Signature:

Date:
