

Northern Heights North Townhomes Homeowner's Association

Townhome Appearance Change Request Process

Members of the Northern Heights North Townhomes Homeowner's Association want to maintain the value of their property and live in a neighborhood that feels comfortable. The Northern Heights North Townhome Homeowner's Association Board of Directors has the responsibility of managing appearance and property use in the neighborhood in a way that is best for everyone.

The Board has established a process for requesting approval for changes to the exterior of a homeowner's townhome or property. Some approved options for homeowners are defined in the Rules and Regulations of the Association. All changes that are not covered in the Rules and Regulations must be submitted to the Association Board and be approved before they are initiated.

The process for requesting a change is:

- Homeowner reviews the Association Rules and Regulations
- If the change is not covered in the Rules and Regulations, homeowner fills out the **Change Request Form** as completely as possible. Forms are available on the Association Web site, from members of the Association Board or from members of the Architectural Control Committee.
- Homeowner submits the completed form to a member of the Architectural Control Committee
- The Architectural Control Committee reviews the request with the homeowner and neighbors to determine how this change might affect the community
- The Architectural Control Committee forwards the request to the Association Board with a recommendation
- The Association Board rules on the request, noting the outcome in Board minutes, and communicates the decision to the homeowner
- The homeowner may request a face-to-face meeting with the Architectural Control Committee and the Association Board if the request or the ruling of the Board needs further clarification.

Northern Heights North Townhomes Homeowner's Association Property Change Request Form

This form is used to request approval for a change to the appearance of an owner's townhome or property. Homeowners should give completed forms to a member of the Architectural Control Committee.

Homeowner: Complete this Section

Name _____ Address _____

Request Date ___/___/___ Need By Date ___/___/___ Phone _____

Description Of Change:

What is to be changed? (Attach plans, pictures, brochures, or other information if needed.)

When is work expected to begin? _____ Completed? _____

Building Permit Required? _____ Building Permit Received? _____

Neighbors Affected:

Name _____ Address _____ Notified? _____

Name _____ Address _____ Notified? _____

Name _____ Address _____ Notified? _____

For Use by Architectural Control Committee

Affected neighbors require notification? Yes _____ No _____

ACC Recommendation: **Approve / Deny** (circle one)

Date ___/___/___

Additional ACC recommendations _____

Determination by Association Board: attached or on reverse side of this request.

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Homeowner's Name _____ Request Date ___ / ___ / ___

Stonehedge Address being altered _____

Request (describe briefly) _____

For Use by Association Board

Determination:

___ Request approved as described on Change Request Form and attachments, if provided.

___ Request approved if following changes are made to original plans:

___ Replacement and/or moving of sprinklers, if necessary, are the responsibility of the homeowner and must be coordinated with the Board of Directors.

___ Homeowner is responsible for good maintenance of affected property.

___ Additional homeowner responsibilities:

Board Signature _____ Date ___ / ___ / ___

Homeowner's Signature

Homeowner signs after the Board makes a determination. Signature denotes agreement with Board's terms set above.

Name _____ Date ___ / ___ / ___