

ORCHARD HILLS HOMEOWNERS ASSOCIATION

ARCHITECTURAL ALTERATION PROCEDURES

To Be Distributed with Architectural Alterations Form

Rationale: Provide procedural steps to be taken and time constraints to follow in order to assist OHHA homeowners who plan to make architectural alterations and/or changes.

1. Request an Architectural Alteration Form from the management office, the Architectural Committee Chairperson.
2. Once the form has been filled out, return the Architectural Alterations Form to the Architectural Committee Chairperson.
3. The Architectural Committee will review said Architectural Alterations Form, and will arrange an on-site visit and consult with the homeowner, if needed, within one week. If the homeowner has not provided all information needed, the form will not be presented for approval.
4. The Architectural Committee will present the homeowner's request for alteration / change to the Board of Directors at the next scheduled monthly meeting, for approval. **Reminder: Board Meetings are held the 2nd Tuesday of each month. If a Board meeting cannot be held on the 2nd Tuesday of the month, due to other obligations, the rescheduled date will be posted on the web site.**
5. The Board, will forward a memorandum to the individual owner, for either the approval, non-approval, and/or a need to meet any non-compliance matters. This memorandum will be forthcoming within a two day time frame from the date of the Board meeting. If there are non-compliance concerns, it may necessitate another review meeting between the committee and the homeowner.
6. It becomes the responsibility of the homeowner to notify the Architectural Committee of any anticipated or known delays of approved alterations or changes.
7. It is the responsibility of the current homeowner to disclose all and any architectural alterations, changes, or additions to future purchasers of the property.