

A Reminder from the Architectural Control Committee:

Being a part of a Townhome Association has many advantages and benefits. Freedom from exterior maintenance is a major benefit and a consistent architecture and design throughout the association not only adds visual appeal, but also helps to maintain the property values of the association members.

However, when a homeowner wants to make changes to the exterior of their building unit, a Request for Approval should be submitted to the Architectural Control Committee. This can be seen as bothersome to the individual owner, but is necessary and required by the covenants of the association.

If you are not familiar with the procedures for requesting approval for changes, it may be frustrating or confusing. In order to make this process easier for members of the association, the ACC has created a form for requesting a review. A sample of this form is attached.

Since changes to the exterior of units can impact your neighbors the form has places for your neighbors' endorsement. This step helps assure that your neighbors are aware of your request. Statements of support or concern provided by neighbors directly on the form, will be very helpful to the committee. The neighbor can also voice support or concerns directly to any member of the Architectural Control Committee.

Some additional reminders:

1. While not required, using the form will help the committee evaluate your request. Provide enough information so that the committee can make an informed judgment, in a timely manner. Drawings and plans are helpful. Incomplete or unclear requests may be returned to the homeowner for additional information.
2. Plan ahead. It takes time to get the approval. The committee tries to act promptly, but obtaining board approval can take as long as 30 days from receipt of your request.
3. Don't schedule work to start before approval is received. In the event a request is denied, you may be required to remove the addition or change at your own expense.
4. If you have questions or concerns, either as a member making a request or about another member's request, please contact a member of the ACC or your building representative.

Thanks for your cooperation.