

The Preserve HOA Policy for Architectural Standards

Scope: To establish a standard policy for homeowners who wish to make changes to appliances or appurtenances located on the outside of the condo unit which can go forward after contacting the property manager only, without board member approval to speed up the approval process.

Policy:

1. All homeowner requests for improvements, for items such as doors, handrails, windows and exterior lighting fixtures attached to the building must be presented to the property management group in writing using an improvement application. This must be done to assure that each request can be properly documented, communicated and acted upon.
2. Homeowners should make every effort to fully describe the change as clearly as possible so that a proper and effective resolution can be developed.
3. The management company will evaluate each request to determine compliance to the architectural standard in place, then reply to the homeowner.
4. If the request falls outside of the currently existing architectural standards, the request will be sent to the associations board of directors for determination of the situation and compliance to the declarations and by-laws.
5. If the, request is determined to fall within the existing standards, the property management company will reply to the homeowner within 72 hours of receipt of the original request.