

## Frequently Asked Questions

*How was this application process developed?*

The board reviewed the covenants for Owner and ACC stipulations. Using that information and reviewing the process used at similar communities, the board developed the application form and approval process.

*How quickly can I get an answer?*

The Property Manager will distribute the application to the board and confirm receipt to the Owner within 72 hours. The property manager will determine whether the application contains all required information (e.g., site plan, architectural drawing, landscaping plan, or paint/material samples) and, if so, will respond to the applicant after completing the review. For most applications, this process takes one to two weeks. However, please note that large projects may require additional time.

*What is an "awareness signature" and why is it required?*

Before any application can be considered, awareness signatures from the two most affected neighbors are required. The awareness signature is intended to make the approval process more transparent by providing neighboring homeowners who may be affected by the proposed changes with an opportunity to submit their comments to the property manager. It is also intended to lessen the surprise of construction equipment and material when the project starts.

*How will I be notified of a decision?*

You will be notified by e-mail (or mail, if you do not have e-mail) that your application has been approved, conditionally approved, or denied.

*When am I required to submit an application for approval?*

Article V, Architectural Control, of the CC&R as well as the Architectural Design Standards require homeowners to submit an application for all maintenance, repair, or replacement of exterior portions of dwellings or other improvements on lots, including but not limited to re-roofing, repainting, or replacement of exterior building materials.

An application is required for:

- Repainting exterior structures, including decks and fences, using existing colors; a paint sample should be included with the application.
- New paint or stain colors to the exterior of a structure, including decks and fences.
- Additions, including but not limited to, pools, decks, garages, patios, walkways, fences, retaining walls, arbors and changes to the existing landscape plan. It is expected that any materials used for construction will be consistent with the main home and the surrounding area.
- Removal of any live tree unless it needs to be removed for safety reasons (city permit may be required for tree removal).
- Interior alterations visible from the exterior of a home, such as windows and doors, and the exterior view of changes to window treatments, windows or exterior doors.
- Satellite dishes (must be placed in an inconspicuous location)

*Where should I store construction materials while the work is being performed?*

Construction materials and large trash bins should not be stored on the street due to public safety concerns. Owners should store them in as inconspicuous a place as possible.

*What if I do not agree with a denial or the stipulations of a conditional approval?*

An Owner may appeal a decision to the Greenmont Walk board. The Board decision will be final. If the Board does not receive written notice by certified mail requesting an appeal within 14 days from the date of the denial decision notice, it shall become final and the Owner's right of appeal terminates.

*What is expected from Owners in order to maintain architectural consistency?*

The Architectural Design Standards as well as the CCRs describe architectural standards and provide general guidance for determining whether a project is consistent with the appearance of the community, as a whole. Please consult these references before planning your project to minimize potential for conflict.

*Can I store my boat, RV or any equipment in my driveway or on the street?*

Architectural Design Standards, Design Details, K. Vehicles clearly states that no inoperable vehicle, boat, RV, or other towed vehicle may be parked in the driveway, lawn, or street for more than 24 hours. The size of these items presents a problem both from an aesthetic standpoint and, if parked on the street, a public safety issue.

*What other suggestions help maintain community integrity?*

Trash, garbage, and other waste must be kept out of sight and public view except on days of trash collection. If an Owner will be out of town, they should ask a neighbor to take their trash containers to the curb and return them after pick-up.

Not every situation has been addressed in this document. If you have questions, please contact the board, preferably via e-mail, and you will receive a prompt response.

It is in every Owner's long-term interest to maintain Greenmont Walk as an aesthetically pleasing community and Owner efforts to comply with the CC&R and ACC standards will help achieve that objective.

Thank you.

Greenmont Walk Owners Association