

Are Modifications to your property in compliance? Please read the entire Document

The Modifications Committee would like to take this opportunity to share with the residents, information regarding our responsibilities to you. This information can assist you in preparing your modification application, define the steps we use to process your modification application, and the importance of having a modification application on file. We can assist you in documenting each modification made to your property.

COMMITTEE'S RESPONSIBILITIES – from “Modification Committee Charter”

The responsibilities of the committee are to:

- Suggest and make recommendations to the Board for community design standards or modifications to existing design standards for Dwelling Unit alterations.
- Review and consider approval of all Dwelling Unit modifications that are submitted by Home Owners that are architecturally consistent with the Association's Governing Documents.
- Act upon all applications within thirty (30) days after the date of receipt of a completed application as that is defined in the Governing Documents.
- Develop and present to the Board, policies or rules the Committee feels are necessary to assist the committee.
- Refer any applications and Dwelling Unit alterations that would require a variance from the adopted Association's design standards to the Board for their review.
- Serve as an information resource for all Owners and Residents on architectural matters.
- Prepare periodic articles for the Newsletter and the Website about architectural issues within the Association.
- Submit a report on Committee activities, and any decision item requests to the Managing Agent for inclusion in a periodic report to the Board.
- Perform a follow-up, final inspection of a modification project to ensure it was completed to application specifications.
- Perform other duties as assigned by the Board.

COMPLETING YOUR MODIFICATION APPLICATION:

Please provide all requested information on the modification application. If you are enlarging a flower bed or building a structure, always provide the dimensions. A copy of your plat must be included to denote the location of your modification(s). Include any other documentation and pictures to help explain your project. Two copies of your

modification application must be submitted. Upon approval and signed, the original copy will be retained on file at the Four Seasons Club House, the second copy will be returned to the homeowner after the Modifications Committee meeting on the second Monday of each month. Your modification application will not be approved without the plat. If you do not have a plat, you may contact the Modifications Committee Chair, or request a copy at the Four Seasons Club House.

MODIFICATION APPLICATION APPROVAL PROCESS:

Return your application to the Club House staff and they will scan and email the modification application to Committee Members.

- Committee Members check their emails Monday through Friday to determine if applications are awaiting their review.
- After review, Committee Members will communicate their response to the Chair within twenty-four (24) hours after receiving the email. The Chair may schedule a site visit to collect additional information.
- When a quorum for approval, 5 of 5 is received via email and the application is in order, a verbal approval may be given to allow the resident to move forward with the project.
- The goal of the Committee is to give verbal approval within five (5) business days to allow the homeowner to start the project. The official vote and approval of the project will be completed at the next business meeting.

MODIFICATION APPLICATIONS, A REQUIREMENT FOR RESALE:

When you sell your home, the Modification Applications for your property will become a part of the Resale Disclosure Package required for all home sales. In the past, if you have made any modifications to your property, such as: enlarged flower beds, created additional flower beds, planted trees in your flower beds or in your yard, removed trees, created structures, enlarged patios, installed railings, painted your front door, changed the color of your door, etc., and did **not submit a Modification Application**, please contact the Modifications Committee, and we will assist and advise you regarding steps to be taken to come into compliance. We strongly recommend you review your modifications and take the appropriate actions, if needed to be compliant. If not, non-compliance of modifications will be addressed when information is requested by Management Service Corporation (MSC), when you sell your property. Beware, non-compliance will delay the sale of your property.

Respectfully,

Modifications Committee Chair 05/31/2019