

AUTUMN CHASE ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE

APPLICATION FOR APPROVAL FOR EXTERNAL CHANGE

LOT NUMBER-----OWNERS-----DATE-----

ADDRESS-----PHONE-----

E-MAIL ADDRESS-----CELL PHONE-----

CONTRACTOR-----PHONE-----

IF A BUILDING PERMIT IS REQUIRED, PROVIDE A COPY BEFORE BEGINNING THE PROJECT.

ALL PROJECTS SHOULD BE COMPLETED IN A TIMELY MANNER.

REPAIRS: (DESCRIBE)-----

RENOVATIONS: (DESCRIBE AND ATTACH PLANS)-----

REPAINT: COLOR (FURNISH PAINT CHIP) SIDING-----TRIM-----

SHUTTERS-----DOOR-----OTHERS-----

REROOF: ARCHITECTURAL SHINGLES IN A NEUTRAL COLOR BLEND (NO METAL)

SAME AS ORIGINAL-----IF DIFFERENT, PROVIDE SAMPLE TO BE KEPT

FENCE:( WOOD FENCES ONLY) MATERIAL-----ATTACH PLOT PLAN

POOL: ABOVE GROUND POOLS ONLY MUST MEET COUNTY ORDINANCE

DO NOT WRITE BELOW

AUTUMN CHASE ARCHITECTURAL CONTROL COMMITTEE

DATE RECIEVED-----APPROVED DATE-----

DISAPPROVED DATE-----REASON DISAPPROVED-----

AUTUMN CHASE ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE

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DO NOT WRITE BELOW

AUTUMN CHASE ARCHITECTURAL CONTROL COMMITTEE

DATE RECEIVED-----APPROVED DATE-----

DISAPPROVED DATE-----REASON DISAPPROVED-----

AUTUMN CHASE COMMUNITY ASSOCIATION INC

ARCHITECTURAL GUIDELINES

The following list of guidelines was originally drafted by the initial Board Members and subsequently reapproved by the Board Members on February 3, 2009. These are merely guidelines which may be used by the Architectural Committee to determine issues which affect our neighborhood. Please keep in mind that these are only guidelines and do not supersede the Covenants of Autumn Chase Community Association Inc., nor Allen County regulations if such regulations are more stringent than ours.

WITH RESPECT TO:

**FENCES:** Wood fences only. Maximum height is six feet. Fences must be finished with paint or stain of natural earth tones. Splint rail fences with vinyl coated mesh on the inside are permitted. Privacy fences cannot be extended beyond the front line of the house. Front yard fences are permitted but only at corner lots. These fences must meet all set back requirements and should not be more than three feet tall and be of an open construction. Fences constructed on lots that border the pond may not obstruct the view of other residents. All fence construction, style, materials, etc. must be submitted in writing with the necessary sketches for approval by the Architectural Control Committee.

**POOLS:** NO inground pools are permitted. Above ground pools are permitted when the design, materials, dimensions, and the location of the pool, surround, and fencing are submitted in writing and approved prior to construction by the Architectural Control Committee. All pools must meet County Ordinances. Pools found to be in the state of disrepair by the board must be repaired or removed.

**STRUCTURES:** No structures of a temporary character, trailer, mobile home, boat, boat trailer, camper, camping trailer, snowmobile, tent, burn barrel or other out-building shall be located or used on any lot at any time or used as a residence either temporarily or permanently. **EXCEPTION:** Item 6.8.1 of the covenants.

**HOUSE EXTERIORS:** No exterior changes or alterations to the house can be made until plans specifications, and materials have been submitted in writing with sketches for approval/disapproval by the Architectural Control Committee. Alterations to the exterior should blend in with the existing dwelling. Patios, Wooden decks, and sheds also require approval by the Architectural Control Committee. No solar panels either attached or detached are permitted. Firewood may not be stacked on the driveway or be stored where it is visible from the street running in front of the home.

**CHILDREN'S PLAYGROUND SETS:** Playground equipment is permitted in the back yard only. The structure must be approved in advance by the Architectural Control Committee. The playground equipment must be constructed of a recommended wood product and be kept well maintained.

**BASKETBALL POSTS:** Basketball posts must be of a portable nature and should be constructed of commercial grade material. Any exceptions must be approved by the Architectural Control Committee.

**COMMUNICATION EQUIPMENT:** No radio, television or communication antenna with more than

thirty square feet or grid area or a height of six feet above the highest point of the roof shall be attached to any house. Any free standing communication equipment shall be subject to board approval.

**STORAGE SHEDS:** Storage sheds must be made of resin or vinyl material and be an earth tone or match the color of the house siding. Sheds must have a floor and be anchored in case of high winds. Structures must be adjacent to the home and not visible from the street in front of the home. Maximum shed dimensions are 8ft. high, 11 ft. long and 7 ft. wide.

**TRASH MAINTENANCE:** No grass clippings shall be left in the street at any time after mowing the grass. Trash, garbage or other waste shall be kept in closed sanitary containers or closed plastic bags and should not be present curbside for more than 24 hours. Trash should not be visible from the front of the house except on removal days.

**VACANT HOUSES:** When your house is vacant for an extended period of time, the owner is still responsible for keeping his lawn neat and clean and the grass mowed and/or the sidewalks must be kept clean of snow until the house is sold or occupied.

**HOUSEHOLD LAUNDRY:** No clotheslines of either temporary or permanent nature shall be erected or maintained upon any lot.

**ANIMALS:** Please be aware of the county leash law. Ask any Board Member for a copy of the rules. Your animal's excrement must be removed immediately when it's off the owner's property.

**TRAFFIC:** State law does not allow mini-bikes, go carts, motorized three or four wheelers, mopeds and scooters on the sidewalks or streets. Snowmobiling is not permitted on any street or lawn. Regular bikes can be used on the sidewalks but a walker has the right of way. Parents, please forward these guidelines to your children. We urge each of you to please slow down while driving through Autumn Chase.

**MAINTENANCE:** It is the responsibility of every homeowner or occupant and a benefit to the community to ensure that EVERY property is well maintained.

**QUESTIONS:** E-MAIL [Autumnchase@hotmail.com](mailto:Autumnchase@hotmail.com)

AUTUMN CHASE COMMUNITY ASSOCIATION INC.

PROPERTY IMPROVEMENT FORM

Today's Date: \_\_\_\_\_ Property address: \_\_\_\_\_

Owner/Applicant's Name: \_\_\_\_\_

Mailing Address (if different than property address): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Type of work (Please check appropriate items):

**Architectural**

- Deck
- Gazebo
- Room Addition
- Patio Cover(s)
- Chimney
- Other: \_\_\_\_\_  
\_\_\_\_\_

**Landscape**

- Landscape/Hardscape (circle one)
  - Front  Front
  - Rear  Rear
- Irrigation / Drains (circle one)
- Fence(s) / Wall(s) / Gate(s) (circle one)
  - Front  Side
  - Rear  Retaining
  - Extension

**Equipment**

- Play Equipment
- Pool & Equipment
- Spa & Equipment
- Lighting
- Barbeque/Counter
- Fire Pit
- Other: \_\_\_\_\_  
\_\_\_\_\_

Please attach the completed Neighborhood Awareness Form and a set of plans and specifications, including elevations and cross-sections as needed to describe the project.

Include the submittal date and the property address on each sheet.

\_\_\_\_\_  
Owner's Signature

OWNER'S SIGNATURE ABOVE SIGNIFIES ACCEPTANCE AND UNDERSTANDING OF THE ARCHITECTURAL GUIDELINES AND EACH EXHIBIT ATTACHED HERETO.

General Conditions and Disclaimers:

1. Committee approval does not waive or constitute or reflect compliance with any federal, state, or local law, ordinance, or code. Approval by the Committee does not relieve or satisfy an Owner's obligation to comply with all government laws and regulations affecting use of premises, subject to any approved plans. Approval by

- the Committee does not constitute approval by the city or county; and approval by the city or county does not constitute approval by the Committee.
2. Committee approval does not constitute acceptance of any technical or engineering specifications; and the Association assumes no responsibility for such. The property owner is responsible for all technical and engineering specifications. Approval by the Committee does not warrant structural safety, conformance with building codes or other applicable governmental requirements. The Committee reviews for aesthetic purposes only.
  3. Any oversight of a provision of the governing documents, or a provision of the Design Guidelines/Architectural Guidelines, does not waive the rule. Corrections may be required. Only improvements depicted on the plans can be reviewed by the Committee. The Owner is responsible to ensure all improvements are depicted on the plans submitted. Any improvements not depicted on the plans are not approved. Any change(s) to approved plans shall be deemed unapproved until resubmitted and approved. Approval of plans and specifications shall apply only to the property for which approval is granted and is not authorization to proceed with Improvements on any property other than the property reviewed by the Committee and owned by the Applicant.
  4. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent that includes a description of the access area. Access or storage of equipment used during the course of construction must be through the homeowner's property only. Property owned and/or maintained by the Association shall not be used for construction access or storage, unless Owner obtains prior written authorization from Association, the Owner agrees in writing to indemnify Association for damage to property owned and/or maintained by Association which is damaged as a result of an Owner's project, and Owner posts a construction deposit for restoration of damage to property owned and/or maintained by Association.
  5. Owner is financially responsible for any repairs and/or replacement to property owned and/or maintained by Association which is damaged as a result of an Owner's project.
  6. Building materials may not be stored on streets, sidewalks, or on property owned and/or maintained by the Association. Streets may not be obstructed by construction equipment. All rubbish, debris and unsightly material or objects of any kind shall be regularly removed from the property and shall not be allowed to accumulate thereon.
  7. The property owner is financially responsible for any repairs to property owned and/or maintained by the Association damaged by a property owner's project.
  8. Approval of plans and specifications is not authorization to proceed with Improvements on any property other than the property reviewed by the Committee and owned by the Applicant.
  9. Approval of plans and specifications is not authorization to revise the original drainage system installed by the Builder and approved by the City.
  10. Applicant understands and agrees that Applicant must comply with all of the provisions of the Design Guidelines/Architectural Guidelines.
  11. All of the provisions of the Design Guidelines/Architectural Guidelines (including, but not limited to, the Conditions of Approval) are the provisions of the governing documents regarding Design/Architectural Review; and are incorporated herein by this reference. The applicant has read and understands all provisions and agrees to comply therewith. Approval of plans is subject to and does not constitute a waiver of the terms and provisions of the Association's Declaration, Supplemental Declaration, Architectural Guidelines, Rules and Regulations or other Operative/Governing Documents. Any violation of the Governing Documents must be corrected upon notice of violation.
  12. In the event that the City and/or County requires modifications to the plans and specifications previously approved by the Committee, the Owner shall submit to the Committee all modifications to the plans. The Committee shall have the right to review and impose further conditions on such modifications which are not inconsistent with the requirements imposed by the City and/or County. The Committee shall have the right to impose conditions of approval of proposed Improvements which are more restrictive than conditions as may be imposed by the City and/or County. The Committee shall have the right to impose conditions of approval of proposed Improvements which are more restrictive than conditions as may be imposed by the City and/or County.
  13. It is the responsibility of the requesting owner to obtain all appropriate signatures on the Neighbor Awareness form INCLUDING revised signatures for any later changes to the improvements reflected thereon. Any failure to obtain all appropriate signatures could render an approval from the committee void.
  14. Approval of plans and specifications is not authorization to revise the original drainage system installed by the merchant Builder and approved by the City.
  15. Failure to comply with and satisfy all procedural requirements for an application may void approval.

Exhibit B-1

**FACING, LEFT, RIGHT AND REAR IMPACTED NEIGHBOR  
STATEMENT**

The attached plans were made available to the following

<b>REAR NEIGHBOR</b> Name _____ Address _____ Signature _____	<b>REAR NEIGHBOR</b> Name _____ Address _____ Signature _____	<b>REAR NEIGHBOR</b> Name _____ Address _____ Signature _____
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**ASSOCIATION PROPERTY OR BACK YARD**

<b>LEFT NEIGHBOR</b> Name _____ Address _____ Signature _____	<b>PROPERTY WHERE WORK WILL TAKE PLACE</b>	<b>RIGHT NEIGHBOR</b> Name _____ Address _____ Signature _____
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**STREET**

<b>FACING NEIGHBOR</b> Name _____ Address _____ Signature _____
--

The neighbors have seen the plans that I am submitting for approval. (Please see above verification.)

I understand neighbor objections do not in themselves cause denial. However, the Committee will contact the neighbors to determine their objections and their appropriateness, if necessary.

**SUBMITTED:**

Name \_\_\_\_\_

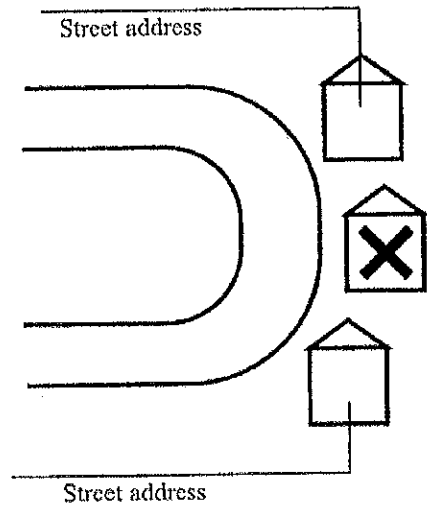
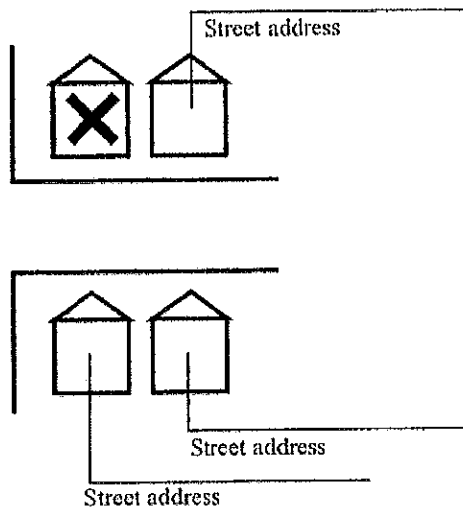
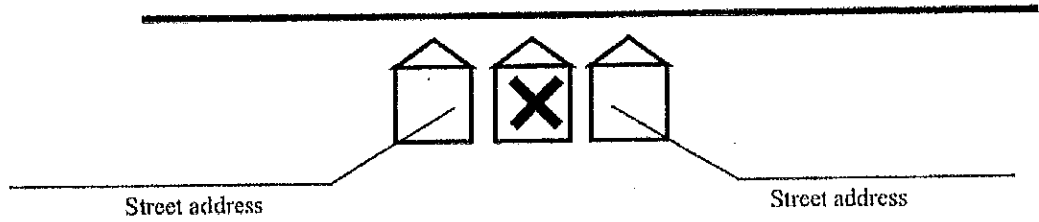
Address \_\_\_\_\_

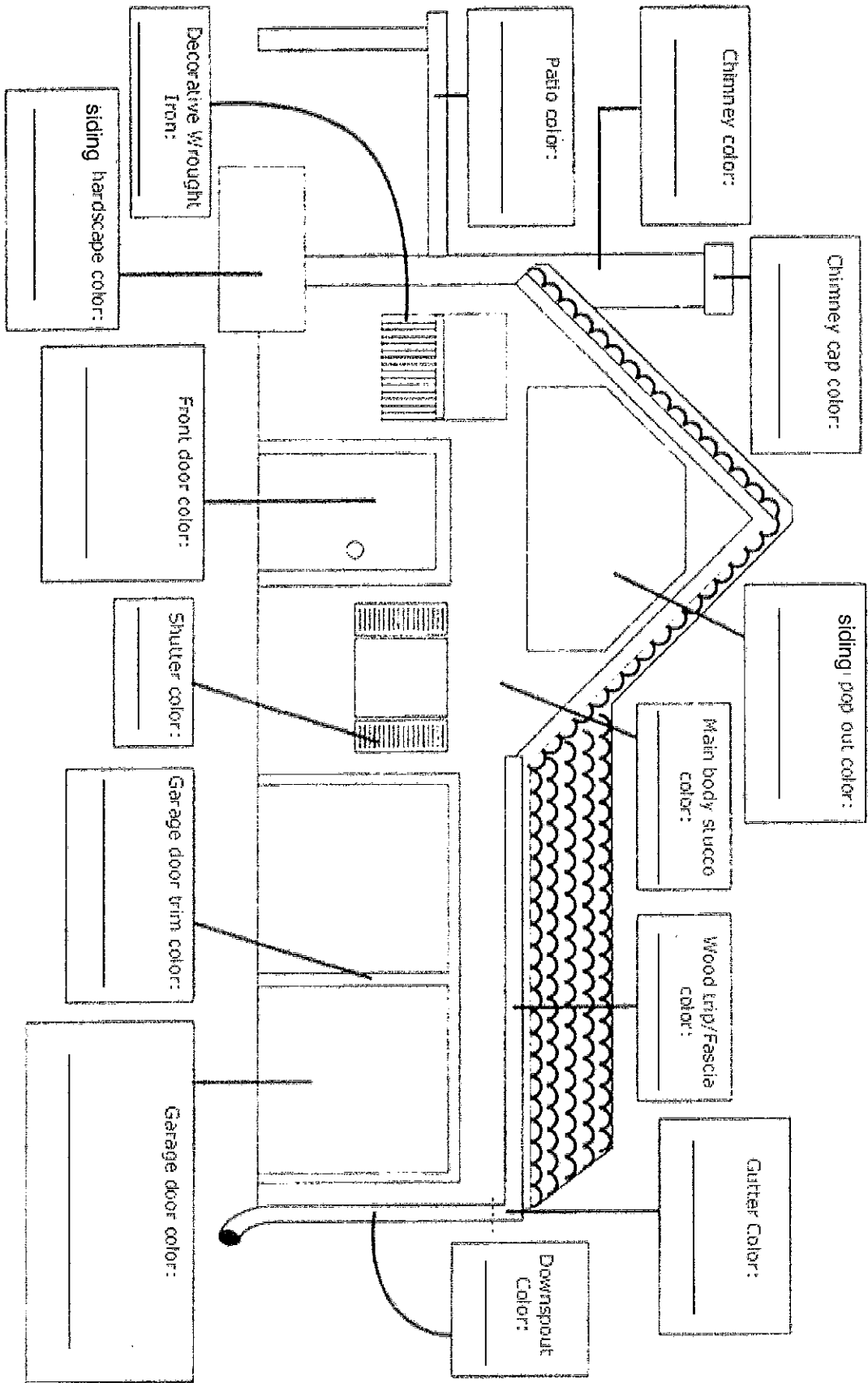
Date \_\_\_\_\_

**FAILURE TO OBTAIN ALL APPROPRIATE NEIGHBOR  
SIGNATURES MAY VOID APPROVAL.**

**Exhibit B-2**  
**NEIGHBOR VERIFICATION FORM**

PLEASE COMPLETE THE DIAGRAM BELOW THAT BEST REPRESENTS YOUR PROPERTY'S LOCATION. *X* designates the homeowner's property.





AUTUMN CHASE COMMUNITY ASSOCIATION INC.

NOTICE OF COMPLETION FORM

Today's Date: \_\_\_\_\_ Property address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Mailing Address (if different than property address): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Type of work completed:

**Architectural**

- Deck
- Gazebo
- Room Addition
- Patio Cover(s)
- Chimney
- Other: \_\_\_\_\_  
\_\_\_\_\_

**Landscape**

- Landscape/Hardscape (circle one)
  - Front  Front
  - Rear  Rear
- Irrigation / Drains (circle one)
- Fence(s) / Wall(s) / Gate(s) (circle one)
  - Front  Side
  - Rear  Retaining
  - Extension

**Equipment**

- Play Equipment
- Pool & Equipment
- Spa & Equipment
- Lighting
- Barbeque/Counter
- Fire Pit
- Other: \_\_\_\_\_  
\_\_\_\_\_

ATTACH PHOTOGRAPHS OF ALL ANGLES OF IMPROVEMENTS, INCLUDING BOTH FRONT, SIDE AND REAR YARD, IF APPLICABLE.

MAIL TO:  
AUTUMN CHASE COMMUNITY ASSOCIATION, INC.  
P O BOX 15792  
FORT WAYNE, INDIANA 46835

E-MAIL TO:  
Autumnchase@hotmail.com

For Use By Committee Only:

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Reasons for Denial (Items to be corrected): \_\_\_\_\_  
\_\_\_\_\_

AUTUMN CHASE COMMUNITY ASSOCIATION INC.

VARIANCE REQUEST FORM

Today's Date: \_\_\_\_\_ Property address: \_\_\_\_\_

Owner/Applicant's Name: \_\_\_\_\_

Mailing Address (if different than property address): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Type of work (Please check appropriate items):

**Architectural**

**Landscape**

**Equipment**

Deck

Landscape/Hardscape (circle one)

Play Equipment

Gazebo

Front  Front

Pool & Equipment

Room Addition

Rear  Rear

Spa & Equipment

Patio Cover(s)

Irrigation / Drains (circle one)

Lighting

Chimney

Fence(s) / Wall(s) / Gate(s) (circle one)

Barbeque/Counter

Other: \_\_\_\_\_

Front  Side

Fire Pit

\_\_\_\_\_

Rear  Retaining

Other: \_\_\_\_\_

\_\_\_\_\_

Extension

\_\_\_\_\_

Please attach the completed Neighborhood Awareness Form and a set of plans and specifications, including elevations and cross-sections as needed to describe the project.

Include the submittal date and the property address on each sheet.

\_\_\_\_\_  
Owner's Signature

OWNER'S SIGNATURE ABOVE SIGNIFIES ACCEPTANCE AND UNDERSTANDING OF THE ARCHITECTURAL GUIDELINES AND EACH EXHIBIT ATTACHED HERETO.

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- plans. Approval by the Committee does not constitute approval by the city or county; and approval by the city or county does not constitute approval by the Committee.
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  14. Approval of plans and specifications is not authorization to revise the original drainage system installed by the merchant Builder and approved by the City.
  15. Failure to comply with and satisfy all procedural requirements for an application may void approval.

AUTUMN CHASE COMMUNITY ASSOCIATION, INC.

APPLICATION FOR APPEAL OF ARCHITECTURAL DENIAL FORM

The undersigned Owner, by completion of this form, hereby requests that the Association's Board of Directors reconsider the denial of certain Architectural improvements by the Committee, as described below.

1. Owner's Name: \_\_\_\_\_

2. Street Address: \_\_\_\_\_  
City

3. Summary of Prior Architectural Submittals:

- (a) Date of Original Submittal:
- (b) Total Number of Submittals:
- (c) Date of Submittal Being Appealed:
- (d) Date of Denial by Committee:

4. Copies of Application Information:

I have included copies of all of the following for the denial that is being appealed:

— Copy of original Architectural application;

— Copy of Committee denial;

— Copy of most recent Architectural plans;

— Letter explaining in detail the portion of the Committee denial that you are appealing and explaining the reasons for reversal of the decision. (Please understand that the Board of Directors needs to understand specifically those improvements that the requesting member wishes the Board to reconsider and approve.)

Dated: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER(S)

OWNER'S SIGNATURE ABOVE

SIGNIFIES ACCEPTANCE AND UNDERSTANDING OF THE ARCHITECTURAL GUIDELINES, AND EACH EXHIBIT ATTACHED HERETO.

## AUTUMN CHASE ARCHITECTURAL PROCESSES Q & A

### DEFINITIONS

"Architectural Guidelines"- otherwise referred to as Architectural Standards, Design Review Guidelines, Design Guidelines, Design Standards or any other document containing the parameters in which a homeowner is to follow when submitting the application.

"Reviewer"-otherwise know as the person or persons responsible for reviewing the plans, such as a homeowner committee, Board of Directors or a qualified third party consultant to perform the review on behalf of the committee.

### PLAN REVIEW

Who is responsible to review your plans?

Your association covenant contains a section devoted to architectural review, which indicates how many members need to be appointed to a committee and/or whether or not this task can be delegated to a third party consultant. Some covenants give the committee the right to delegate this task to a qualified third party consultant.

Who makes the final decision on approval or denial?

The designated party responsible for reviewing the plans.

How much time will the committee need to review my plans?

Review periods may take up to thirty days. Most times it doesn't take that long, but nothing is guaranteed.

What if my plans are denied- do I have to wait another 30 days for review?

No- Not as long as the denial issues are minor and resolved easily. More complex issues may take up to the thirty day review period.

Why can't you rush the review upon request?

Every effort will be made to complete the review quickly. The review committee is made up of volunteers who are not always available.

Can't I pay for a rush review?

This policy would need to be adopted by the Board of Directors and could only realistically be implemented if a third party consultant were being employed. This concept would not be feasible with a volunteer homeowner committee.

What do I do if the plans are not back yet and the time period for review is past?

Some covenants require the request be made in writing and then allows the committee 15 more days to respond or your plans are approved.

Why can't the reviewer give me the decision over the phone?

A plan review usually results in many comments from the reviewing party. In order to avoid any miscommunication, Autumn Chase has a policy that all decisions must be communicated in writing.

Can I pick my plans up?

If you would like to pick up your plans, you need to notify the staff members at the architectural committee and every effort will be made to accommodate this request.

Why can't my contractor call and get the information or pick up my plans for me?

Unless the homeowner provides written authorization for a specific person to receive information on their behalf, Autumn Chase can only communicate with the homeowner. All decisions must be mailed to the homeowners mailing address on file.

If I want to make changes to my approved plan do I have to resubmit?

Yes, any plan changes need to be resubmitted for approval.

If I am just painting my house the same colors, do I have to submit for review?

The safest bet is to submit. Many association documents require submittal regardless of whether or not the existing color is being used. In this circumstance it would be best to contact your architectural control representative.

## NEIGHBORHOOD AWARENESS

What does a neighborhood awareness form do for you?

A Neighborhood Awareness form is merely to notify your neighbors that you plan to make an exterior modification to your home. Your neighbor does not have the right to approve or deny proposed modifications to your home but they do have the right to be aware and make comments for the reviewing board to consider. The committee is required to approve your plans if they meet the architectural guidelines.

Why use the Neighborhood Awareness form if it doesn't influence the review?

It is believed that this form keeps people informed of change. Some think it allows the homeowner the opportunity to modify the plans if their neighbor has a concern.

How many signatures are needed on the Neighborhood Awareness form?

If you have neighbors across the street, you need your neighbors to the left and right of you behind you and across from you. Any property that touches your property should be signing your form.

What would happen if I leave signatures off the form?

Leaving a signature off your form could delay your submittal process, because if you don't provide the signatures, your submittal may be deemed incomplete and be returned to you. Leaving a signature off the form may void your plan approval if later challenged.

## AFTER YOU ARE DONE WITH IMPROVEMENTS

What do I need to do after my improvements are finished?

When complete, fill out the notice of completion form and attach photos of the improvements from all angles. Keep in mind that the photos should show set back requirements (use a tape measure in your photo) and needs to show the overview of the improvements. The committee will compare the photos to your plans to make sure all was installed per plan.

How difficult is it to get my notice of completion signed off?

If you installed per plan and provide pictures of all improvements it is very easy. If anything that was on your original plan is missing, expect to be told to install it exactly as originally proposed. Anything not installed per plan will hold up your notice of completion approval.

Can a site visit be performed in place of a notice of completion?

If your review is performed by a homeowner committee, you could request this; however it would be up to the committee/board to allow this exception.

## VARIANCES/APPEALS

What if I do not agree with the reviewers decision?

You may fill out a variance appeal form that will go to your Board of Directors for review and consideration.