



Stoner's Glen Homeowner's Association Policies, Rules and Regulations Procedure

REV. Policy Number: 2013 ____ - ____

Revised Policy Number: 2020-0001

HOA Board Approval Date: October 30, 2020

Subject: Architectural Additions and Improvements
Application Request Form

I. GENERAL:

The following described policy has been adopted by the Stoner's Glen Homeowner's Association (HOA) Board on the indicated date and applies to all Unit Owners and/or Unit Occupants within Stoner's Glen community, from this date forward, and replaces any previously stated or written policies published and/or directed.

II. PURPOSE:

The purpose of this policy is to establish a standard means by which:

- A. An owner may request an architectural addition and improvement to any portion of their unit's Exterior Private Elements, to include yard areas.
- B. The Board will have the opportunity to review and evaluate the request to ensure that it would not detract from the established exterior aesthetics of the units nor the Common Elements of the community as a whole, and that the additions and improvements will not infringe on other owners' Private Elements nor unpleasantly alter as originally designed by the builder.

III. RESPONSIBILITIES OF THE OWNER AND THE BOARD

- A. A Unit Owner(s) desiring to make any type of addition or improvement to the exterior of their unit must complete an "Architectural Additions and Improvements Application Request Form". This form may be obtained from any Board Member. Once completed, with any applicable plans and specifications attached, and adjoining neighbor's completed approval form, submit the completed forms to a Board Member for the Board's consideration, review and approval or disapproval at the Board's next regularly scheduled monthly meeting. Applications that do not have all applicable sections completed by the owner will be returned, without Board review, until the missing information is provided and the form is resubmitted to the Board. The Board does reserve the right to request additional information from the owner before approval or disapproval of the request. The request will either be approved, or rejected, by a simple majority of the Board members.

- B. If the request is approved, the owner must notify the Board of the date(s) that the work will be accomplished.
- C. Upon completion of the work, a member of the Board will inspect the work as soon as possible to make sure that it was completed as described in the requested plans and specifications. If upon inspection by a Board Member it is determined that the completed work does not meet the approved plans and specifications, the owner will be responsible to have the work corrected to meet the originally approved requested plans and specifications within (30) calendar days of Board notification. Failure to have the correction made during this time frame may result in a penalty fee being assessed by the Board against the owner until the work has been corrected.

IV. SIGNAGE

Yard signs and banners sometimes utilized by contractors to promote their products and services are prohibited and shall not be displayed in any fashion before, during or after the implementation of this work in any areas or structures within the Stoner's Glen community.

V. NOTIFICATION

After the Board has approved or denied the submitted Application, a copy will be provided to the submitting Unit Owner. The original copy of the Application will be filed with the Stoner's Glen HOA Policies, Rules and Regulations.

VI. RETENTION OF COPIES

A copy of this policy procedure will be attached to the appropriate Board meeting Minutes, filed for inclusion in the Stoner's Glen Governing Documents. A copy will also be placed in a "Policies, Rules and Regulations Procedures" manual available for review by any Unit Owner or Unit Occupant upon request as directed by the Stoner's Glen Covenant and By-Laws. This Policy will be posted on the Stoner's Glen website (<http://stonersglenhoa.com/>).

Signed this 30th day of Oct. 2020

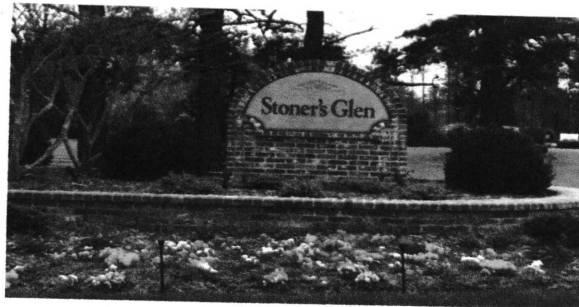
Delores B. Dockum
President Delores B. Dockum

Brenda Hill
Secretary Brenda Hill

Barbara Suttle
Treasurer Barbara Suttle

Phil Ponden
Member Phil Ponden

Randy Ledbetter
Member Randy Ledbetter



**ARCHITECTURAL ADDITIONS AND
IMPROVEMENTS APPLICATION REQUEST FORM**

(Per Declaration of Covenants Article 15)

Date of Request: _____

Submitted to Stoner's Glen HOA Executive Board

Unit Owner(s): _____

Address: _____

Nature of Architectural Change: _____

Location – Dimensions – Color (If applicable): _____

Construction Material (If applicable): _____

Name of Contractor: _____

The plans and specifications showing the nature, kind, shape, height, materials and location of same **must** be attached to this application, and all signature blanks **must** be completed. If approved, I agree to build in accordance with this application and the attached plans and specifications.

Homeowner Signature: _____ Date: _____

Homeowner Signature: _____ Date: _____

ADJOINING NEIGHBOR APPROVAL

This application has been discussed with me/us, and if it is approved I/we have no objections to
The homeowner building in accordance with this application.

Unit Owner(s): _____

Address: _____

Homeowner Signature: _____ Date _____

Homeowner Signature: _____ Date _____

ARCHITECTURAL CONTROL, ADDITIONS OR IMPROVEMENTS APPLICATION

RETURN COMPLETED FORM TO:

A STONER'S GLEN HOA EXECUTIVE BOARD MEMBER
ATTN: EXECUTIVE BOARD SECRETARY

THIS SECTION FOR INTERNAL USE ONLY
ARCHITECTURAL CONTROL COMMITTEE OR HOA EXECUTIVE BOARD

APPROVAL

Approval Date: _____ Signature: _____

Signature: _____

Signature: _____

EXCEPTIONS: _____

ARCHITECTURAL CONTROL COMMITTEE OR HOA EXECUTIVE BOARD
DENIAL

DATE _____ **REASON(S) DENIED:** _____

Signature: _____

Signature: _____

Signature: _____

AFTER APPROVAL OR DENIAL RETURN COPY TO SUBMITTER AND
FORWARD ORIGINAL TO:

Property Managing Agent to be filed in Stoner's Glen HOA Records