

Walnut Ridge Homeowner's Association Policy Statement – Adopted 02/2009

Architectural & Landscaping Modification Requests

The Master Deed and Bylaws require that all modifications be approved in advance by the Board of Directors and they have the right to approve or deny and change requests to ensure the appearance of the neighborhood. The Board meets on a monthly basis to review plans. Refer to the schedule of meetings posted on the neighborhood website to determine the next available meeting. Homeowners may request faster than scheduled meeting turnaround for approvals and the Board will grant these requests whenever possible.

Refreshing of existing landscaped areas does not require an approved modification request. Projects involving plantings, border materials, mulch, fillers, retaining walls, small stone work, etc., do not require prior approval. Extensive landscape plans which would increase existing planting areas must be presented to the Board for approval.

Rules involving tree removal are not changed by this policy. Bylaws regarding live and dead tree removal are covered in the Association's Bylaws (see website) and in an additional policy statement.

All projects requiring Scio Township and /or Washtenaw County building permits and approval must be approved by the Board before beginning. Projects which require prior Board approval include, but are not limited to: decks, patios, porches, drive-ways, fencing, non-retaining walls, fountains, gazebos, repainting homes, outdoor rooms, outdoor kitchens, permanent grills, screened porches and patios, swimming pools, outdoor spas, spa cabanas and enclosures, entryway additions, awnings.

Plans should be drawn to scale showing lot lines, house and exact location of changes/modifications and include side view elevations. These should be developed by the contractor(s) completing the work. A listing of all materials with colors used must be submitted as a part of the plans package. Separate subcontractor plans should be submitted if provided to homeowner.

All plans should be submitted to the Board through the management company. This ensures that plans and approvals are included in each residents homeowner file. Records for homeowner projects will be retained indefinitely.

WALNUT RIDGE ASSOCIATION MODIFICATION REQUEST

Name: _____ Phone: _____

Address: _____ Unit Number: _____

Modification Requested: _____

Modification to affect (check applicable items):

Exterior Appearance: _____ Structure of Unit: _____ Landscaping: _____

*Limited Common Elements: _____ * General Common Elements: _____ Other: _____

**Please refer to By-laws regarding Limited & General Common Elements*

If approved, Modification will be started on: _____

Contractor Name and Phone Number: _____

1. License Number: _____
2. Insurance Policy Number: _____
3. Does it Conform to Dexter Village Building Codes: _____
4. Date of Application for Permit: _____
5. Building Permit Number: _____

Anticipated Completion Date: _____

Neighbor's Endorsements: _____
Name Address
Name Address

Co-owners's Signature: _____ Date: _____

WALNUT RIDGE BOARD ACTION

This Modification Request has been reviewed by the Board of Directors and is:

ACCEPTED: _____ with the following conditions: _____

REJECTED: _____ due to: _____

For the Board of Directors: _____ Date: _____

Request for Architectural Plan Approval

We are submitting this request for Architectural Plan Approval for a Project described as follows:

Address _____

Description of Project:

Anticipated Time Frame for Project:

Architect: _____

Contractor(s): _____

Date of Submission: _____

Signatures of all Co-Owners:

Please attach the following:

- Architectural Plans
- Site Plan
- Preliminary Landscape Plan
- Construction Contract if available
- Other documents as requested by Architectural Review Committee

Request for Landscape Plan Approval

We are submitting this request for Review and Approval for a Landscape Project described as follows:

Address _____

Description of Project:

Anticipated Time Frame for Project:

Landscape Architect:

Landscape Contractor: _____

Date of Submission: _____

Signatures of all Co-Owners:

Please attach the following:

- Landscape Plans drawn to scale as required in the Landscape Standards
- Listing of plant materials to be used
- Other documents as requested by the Landscape Committee