

OAK RIDGE MEADOWS TOWNHOUSES HOA ARCHITECTURE COMMITTEE SUBMISSION PROCEDURE AND VIOLATIONS POLICY

THE PURPOSE OF THE ARCHITECTURAL CONTROL COMMITTEE

The purpose of the Architectural Control Committee (ACC) and these policies is three-fold:

1. To assure that any modifications to the townhomes, structures and grounds in the community are in conformity with all applicable Association, Board and ACC rules, policies and guidelines;
2. To assure homeowners seeking to make modifications that proposed modifications will be in conformity with those same rules, policies and guidelines; and
3. To protect homeowners who make modifications, the expense of having to bring non-conforming modifications into conformity.

WHEN TO SUBMIT AN ARCHITECTURAL REQUEST FORM

An Architectural Request Form must be submitted *prior to any modifications*. Property modifications include, but are not limited to:

1. Deck or patio installation or modification
2. Satellite dish installation
3. Any permanent fixture attached to the home (e.g., patio covers, motion sensors for lights, window boxes.)
4. Replacement of windows and/or doors. Windows must include "colonial style" grids.
5. Paint color change
6. Landscaping alterations, except planting annuals in existing mulch beds (e.g. removal or planting of shrubbery or trees, extending or modifying mulch beds, installing borders around beds, installing landscape lighting, etc.)

Note: It is the homeowner's responsibility to assure that he or she has an approved ACC Request prior to beginning any modifications. If the homeowner is in doubt as to whether a request is required that homeowner is strongly urged to submit one to assure that his or her intended modifications are in conformity.

HOW TO SUBMIT AN ARCHITECTURAL REQUEST FORM

1. Download a copy of the form from the Management Company website, or request a copy from the Management Company.
2. Complete the form, including any appropriate drawings, sketches, specifications, etc.

Architectural Manual Hoa

A Loxley



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Table of Contents Architectural Manual Hoa

1. Understanding the eBook Architectural Manual Hoa
 - The Rise of Digital Reading Architectural Manual Hoa
 - Advantages of eBooks Over Traditional Books
2. Identifying Architectural Manual Hoa
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Architectural Manual Hoa
 - User-Friendly Interface
4. Exploring eBook Recommendations from Architectural Manual Hoa
 - Personalized Recommendations
 - Architectural Manual Hoa User Reviews and Ratings
 - Architectural Manual Hoa and Bestseller Lists
5. Accessing Architectural Manual Hoa Free and Paid eBooks
 - Architectural Manual Hoa Public Domain eBooks
 - Architectural Manual Hoa eBook Subscription Services
 - Architectural Manual Hoa Budget-Friendly Options

6. Navigating Architectural Manual Hoa eBook Formats
 - ePub, PDF, MOBI, and More
 - Architectural Manual Hoa Compatibility with Devices
 - Architectural Manual Hoa Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Architectural Manual Hoa
 - Highlighting and Note-Taking Architectural Manual Hoa
 - Interactive Elements Architectural Manual Hoa
8. Staying Engaged with Architectural Manual Hoa
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Architectural Manual Hoa
9. Balancing eBooks and Physical Books Architectural Manual Hoa
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Architectural Manual Hoa
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Architectural Manual Hoa
 - Setting Reading Goals Architectural Manual Hoa
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Architectural Manual Hoa
 - Fact-Checking eBook Content of Architectural Manual Hoa
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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