

AVALON AT INDIGO RUN, HPR

Villa Upgrade Policy and Procedures

BOD POLICY – TO SUPPORT AND ENCOURAGE VISIBLE, EXTERIOR IMPROVEMENTS REQUESTED BY OWNERS THAT WILL BE CONSISTENT WITH VILLA ARCHITECTURE AND THE OVERALL COMMUNITY ENVIRONMENT.

PROCESS

- 1. PROPOSED VILLAGE UPGRADE REQUEST IS SENT BY THE OWNER TO A BOD MEMBER OR IMC MANAGER.**
 - A. REQUEST SHOULD INCLUDE FULL DESCRIPTION OF WORK PLANNED, DRAWINGS AND SPECIFICATIONS AS APPROPRIATE.**
 - i. PROPOSAL MUST INCLUDE SUFFICIENT DETAILS TO CONFIRM CONSISTENCY WITH VILLA ARCHITECTURE.**
 - ii. PROPOSAL MUST CONSIDER IMPACT ON NEIGHBORS AND ADDING NATURAL SCREENING IF APPROPRIATE.**
 - iii. PROPOSAL MUST INCLUDE AND DESIGN DRAINAGE AND ANY OTHER IMPACT FROM THE CHANGE.**
 - B. TIMING OF THE IMPROVEMENT SHOULD BE INDICATED.**
 - C. ALL BOD MEMBERS AND IMC MANAGER SHOULD REVIEW COPIES OF PROPOSAL.**
- 2. A REVIEW OF THE PROPOSAL WITH THE OWNER SHOULD BE DONE IF NEEDED FOR COMPLETE UNDERSTANDING.**
- 3. BOD PRELIMINARY APPROVAL.**
- 4. THE PROPOSED IMPROVEMENT SHOULD BE REVIEWED WITH IMPACTED NEIGHBORS AND ANY ISSUES RESOLVED.**
- 5. AFTER ALL REVIEW THE OWNER SHOULD BE INFORMED OF THE FINAL BOD DECISION IN WRITING WITHIN 45 DAYS.**