

**Policy # 25: Common Area Modifications and Repair**

- No owner may construct, alter, modify, landscape, trim, or otherwise perform any work whatsoever upon any of the Common Areas, building exteriors or fences, including the installation of awning shades, railings or additional lighting without the prior written approval by the Architectural Control Committee (ACC).
- The Architectural Control Committee shall approve or disapprove all plans and requests within thirty (30) days after submission. In the event the Architectural Control Committee fails to take any action within thirty (30) days after requests have been submitted, approval will be presumed and will be deemed to have been fully complied with.
- At the sole discretion of the Board, any approved Common Area modifications may become the property of and the responsibility of the HOA.
- See policy # 5 "Townhouse Maintenance" for insurance requirements of contractors employed by residents for approved exterior modifications.
- Common area problems need to be immediately reported to the Association's contracted Management Company, e.g., exterior lighting, irrigation system, automatic closing and latching devices on recreational facility gates and swimming pool drain covers, which are broken or malfunctioning.
- **Patio Area's on East Meadowmere LN, West Meadowmere LN and Greenmeer LN:**

From time to time owners of town homes on East Meadowmere Lane, West Meadowmere Lane and Greenmeer Lane have requested permission to enclose certain portions of the common area for use as a patio area. It is the association's long-standing policy to allow such enclosures, always on the condition that owners are then responsible for all items of maintenance (including landscaping, patio decks, and slabs – all improvements within the enclosed area). Owners and their successors shall remain responsible for all such enclosed areas, but must in all cases still request and receive permission from the ACC prior to making any alterations to this patio area (or any other) common area, including landscape alterations other than routine plantings of small plants (all trees and shrubs, and the location thereof, must be pre-approved). If the owner cannot show proof of pre-approval, the Association may remove it at the owner's cost.