

Summer Reach Landscape & Modification Request Process

- Initial Contact: Homeowners should submit to the management company their completed landscape or other modification request form along with the required drawing(s), vendor proposal, insurance certificates for the modification requested. The management company will verify the accuracy of the request and ensure that all required documentation is complete.
- Storage: The verified landscape and modification requests will be stored on a board managed Google Drive for easy access by the board. And, these verified requests are also posted to the management company website for board access only.
- Board Review: The board will review the verified modification requests and may provide input. If there are any changes or missing documents, the management company will follow up with the homeowner.
- Approval: Once each modification request has been reviewed and approved by the board with a majority vote, the management company will be advised of the approval(s) and if any have contingencies. If the board does not approve a modification request, a brief basis for declining the request may be provided. Then, the management company will notify the homeowner of the board's decision.
- Implementation: The homeowner may proceed with the implementation of their modification after being notified by the management company of its approval. Note, any work done by the homeowner in advance of an approval may result in other required action to remedy the situation which will be at the homeowner's expense. (e.g., removal, repairs, etc.)
- Follow-up: The homeowner will confirm to the management company when the work has been completed or if the request has been cancelled. The management company will follow-up with the homeowner and/or the board as needed to ensure that the modification request has been implemented according to the approved plan.
- Record Keeping: All approved and declined modification requests will be recorded in board meeting minutes and kept on file by the management company.

6/1/2023