

Homeowner's Guide to Requesting Changes

Any change to the exterior of your home in Eagle Point Golf Community HOA requires a Modification Request Form ("MRF). The exterior of your home is anything within your property limits that is not on the inside of your home. This means:

- Driveway changes
- Adding decorative rock
- Changing mulch color
- Adding flowers
- Adding planters
- Adding pots
- Changing your paint color from its originally approved color
- Changing your shingle color
- Adding a backyard pool

The above list is not all inclusive, but meant to help illustrate that an MRF is for *any* change. Making a change to your property without first getting Modification Committee approval is a violation of the CC&Rs and will result in an immediate fine of \$150 as well as a fine of \$150 per week that the unauthorized modification is not removed/changed back to its original state.

If you decide want to make a change to your property, you'll need to submit an MRF with any supporting documentation that is required. The Modification Committee has **up to 45 days to respond**, so you'll want to budge your time with this in mind, and not secure any contractors until after you have received approval.

If there is a long wait due to landscapers, contractors, and other professionals being blocked out for a few months, this is a reason for requesting an extension, not a reason to skip the MRF.

Any project submitted to the Modification Committee that is approved is supposed to be **completed within 90 days** of the approval notice. You can request an extension in writing to extend the deadline.

If no extension is requested and a Notice of Completion Form is not turned in within 90 days, the Modification Committee can revoke permission for the project and require the project be resubmitted later if you want to go through the change. If permission is revoked, you can be subject to the same \$150 fine if you go ahead with the project anyway.

MRF Completeness Checklist

- Review each table in the form
 - If it's not applicable to your change, skip it. If it is applicable, make sure each box is filled out.
- Read the Resolutions that are relevant to your change
 - If the Modification Committee can't tell if your change will conform with all the requirements of the resolution, they'll reject it and you'll have to resubmit, which wastes time on both sides.
- Did you take a picture of every location you're changing?
- Did you include pictures of every element you're planning to add?
- Did you include a map of the area being changed?
 - A map needs to have all of the following:
 - Where your house is in relation to your project
 - Where the thing is that you are adding or removing
 - Showing any relevant setbacks by including how many feet from the property or fence line it will be
 - A key/legend of any plants being added, if applicable
- Did you fill out the timeline you expect to complete the project in?
 - It's at the bottom of the form: "Timeline: (By Month)"
 - Is it within 90 days? If not, request an extension in writing and give reason for the extension.