

**FOUNTAIN PARK HOMEOWNERS ASSOCIATION**  
**REQUEST FOR ARCHITECTURAL/LANDSCAPE MODIFICATION**

**Fountain Park Architectural Review Process**

1. Homeowner submits *complete* Request for landscaping or architectural changes to the Fountain Park Management Company, Expert HOA Management. Submittal should be at least two weeks before the ensuing Board meeting and is to include the Request and complete Project description documents.
2. Architectural Control Committee (ACC) meets at least a week before next scheduled Board meeting when Requests are received.
3. The ACC will communicate with the Homeowner regarding any questions or issues concerning the proposed Project.
4. The ACC submits the Request at the Board meeting recommending/not recommending. The Board discusses the Project and makes a decision after all questions are answered. The Homeowner will be provided with a decision letter from the Management Company.
5. If Homeowner does not have a decision after 45 days beginning from the date of the Board meeting at which the Project is on the Agenda for approval consideration by the Board, the Homeowner may proceed with the Project.
6. If the Project is to change out windows and sliding doors that are the same style and color (dark bronze), it is not necessary to submit a Request.
7. **If the project is not completed within one year of the date of Board approval, the Request must be resubmitted.**

*The ACC strongly recommends that each homeowner making a request keep a copy of the complete package as part of personal records.*

Authorizing document, see Fountain Park CCRs, ARTICLE III: ARCHITECTURAL CONTROL