

Fountain Park Architectural Review Process

1. Homeowner submits a *complete* Request for Architectural/Landscape Modification form to the Fountain Park Management company, Sienna Community 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. In the event the Board fails to approve or disapprove the design and location within forty-five (45) days after the plans and specifications have been submitted to it, the request is deemed not approved.
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. Planting trees does not require a Request.
8. **If the project is not completed within one year of the date of Board approval, the Request must be resubmitted.**

NOTE: This form must be downloaded to your computer and opened with Adobe Acrobat or Reader to work correctly. It is a fillable form that can be directly submitted via email to the Property Manager.

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