

**FAWNGROVE HOMEOWNER ASSOCIATION
POLICY**

TITLE:

Work submittal requests by unit owners

DATE ISSUED OR REVISED:

February 1, 2014

PURPOSE/DESCRIPTION:

This policy is to ensure building structural and utility systems integrity and overall facility appearance.

REQUIREMENTS:

- **Any unit interior or exterior proposed work requires Management Committee approval except for routine interior painting and appliances/equipment repair replacement.**
- **Submittals are to be forwarded not less than 30 days prior to a Management Committee meeting for consideration.**
- **All submittals except minor scope such as door/window replacement require review approval at Management Committee regular meetings. Minor scopes may be approved by email between meetings.**
- **Submittal content is to fully describe scope of work.**
- **Remodeling within a unit must provide drawings and specifications prepared by a licensed architect and/or engineer.**
- **Emergency repair work does not require Management Committee approval but requires notification and coordination with the Fawngrove Property Manager.**
- **All onsite work performance, except emergency repairs, must be initiated and completed April 15th through November 15th.**
- **Unit owners are responsible for obtaining any required city or other agency permits.**
- **The city requires written approval from the Management Committee before any permits will be issued.**