

COMMUNITY COHESIVENESS #2 Modifications

As the weather changes, we will be thinking about landscaping and the outside appearance of our units. As the HOA Board continues to assume more responsibility to improve the appearance of our community and embrace cohesiveness, we are providing a clarification of the Modification Process to assist you.

TWO TYPES OF MODIFICATIONS

1. Exterior, Structural, Common Elements: A co-owner must receive HOA Board approval **prior** to performing any alterations in exterior appearance, structural modifications, or changes in any Common Elements, Limited or General.

Such modifications include (but are not limited to):

- a. Exterior painting, erection of antennas, lights, aerials, awnings, doors, shutters, newspaper holders, mailboxes, basketball backboards, or other exterior attachments or modifications.
- b. Any landscaping, planting of any trees, shrubs, or flowers, or placement of any ornamental materials upon the Common Elements.
- c. All portions of curtains, drapes, or other coverings visible from the exterior not lined with material that is white or off-white in color.
- d. No signs or other advertising devices of any kind shall be displayed which are visible from the exterior of a unit or on the Common Elements.

2. Exception: The co-owner must receive **prior** HOA Board approval for exceptions to certain Restrictions.

Exceptions include (but are not limited to):

- a. leasing of the unit
- b. number and/or type of vehicles
- c. commercial vehicles and/or trailers
- d. non-operating vehicles
- e. additional pets (type and/or number)

MODIFICATION PROCESS

A request for either type of modification should be submitted through the Resident Center with as much supporting documentation and information as possible. The Modification Request is forwarded to the HOA Board for review and voting and the co-owner will receive a response within 3-5 business days.

- a. Request for Exterior, Structural, Common Elements: Resident Center/ Home Screen/Create Request/Modification Request
- b. Request for Exception: Resident Center/Home Screen/Create Request/General Inquiry.

Co-owners who do not utilize the Resident Center should send an email to Level Up (mjproperties734@gmail.com) or the HOA Board (CrystalPondCondoHOA@gmail.com). The email should state the type of modification (Modification Request or General Inquiry) that is being requested and contain as much supporting documentation and information as possible. An email to Level Up is forwarded to the HOA Board for review and voting and the co-owners will receive a response within 3-5 business days.

Non-compliance of a co-owner to obtain prior HOA Board approval could result in removal of such modification already completed (at the expense of the co-owner), or removal of the items not receiving an exception (at the expense of the co-owner). Non-compliance could also result in an assessment of fines.

Please review the governing documents for complete details. If you have any questions or would like to discuss the Modification Process, feel free to reach out to us via email.

We are pleased to continue serving you.

Crystal Pond Board of Directors
March 9, 2025