

Sterling Pointe Estates Owners Association
Summary of Procedures for Approval of
Physical Changes to Property

The procedures for applying for additions, alterations or modifications to a lot (or unit) within the Association, and for reviewing and approving or disapproving such applications, are set forth in the Covenants, Conditions and Restrictions and in the Architectural Guidelines of the Association. Both documents can be found at the Association's website at www.sterlingpointe.org.

The following procedure is used by the Association to review and approve or disapprove applications for physical changes to a lot (or unit):

1. All applications for physical changes must be in writing and accompanied by any plans, sketches, specifications and/or diagrams necessary to adequately describe the nature and extent of the proposed change and as may be required by the rules of the Association. An application shall not be deemed to be complete until all required documentation has been provided.
2. The Association shall review the application and supporting documents and shall either approve or disapprove it based upon the following criteria:
 - a Compliance of the application and supporting documents with the requirements of the governing documents of the association;
 - b Confirmation that the proposed change conforms to the requirements and restrictions of the governing documents of the association;
 - c Confirmation that the proposed change will otherwise be consistent with the architectural and aesthetic standards prevailing within the development, in harmony with the existing structures, landscaping and/or topography existing within the development and consistent with the overall plan and scheme of the development.
3. The Association is not required to approve a requested change simply because it has been previously approved for another lot (or unit).
4. A vote of a majority of a quorum of the Board/Architectural Committee shall be sufficient to approve an application.
5. The Association shall either approve or disapprove the proposed change within the time lines required in the Association's governing documents after receipt of the application and all supporting documents. The applicant shall be promptly notified of the decision.
6. Any decision may be appealed to the Board. The vote of the Board as to the application shall be final.