

REQUEST FOR CHANGES TO HOA COMMON PROPERTY

Process to Request Changes

STEP ONE:

Homeowner initiates a Common Property Change Form from the Autumn Hall HOA website (autumnhallhoa.com) and sends it to Landscape Advisory Committee. The proposed change must contain:

- Sketch or photo of the area.
- Information on the number and types of plantings requested (refer to approved list on pages 26-28 of Autumn Hall Design Guidelines - <https://autumnhallhoa.com>).
- Funding information: HOA-funded or Homeowner-funded

STEP TWO

Landscape Advisory Committee:

- Reviews the requested change for compatibility with Autumn Hall neighborhood design, irrigation system, needs of the given plantings and compatibility with the budget.
- If deemed compatible, obtains estimate for installation from AH Landscape Contractor and submits requested change and cost to HOA Board for consideration.

STEP THREE

HOA Board:

- Reviews and if approved, sends back to Landscape Advisory Committee for inclusion in next HOA budget* or current year's budget.

If an HOA-approved change is to be Homeowner-funded**:

STEP FOUR

Landscape Advisory Committee:

- Assigns a committee member to work with Homeowner to implement the HOA-approved change.

****approval by HOA Board doesn't necessarily guarantee implementation, unless the change is to be funded by Homeowner***

*****Homeowner pays AH Landscape Contractor directly for any HOA-approved Homeowner-funded changes***