

MODIFICATION NOTICE TO NEIGHBORS

Name _____

Address _____

The above-named resident has filed an application to the Clearbrook Architectural & Landscaping Review Committee for the approval of the following (check all that apply):

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Composite Deck | <input type="checkbox"/> Fence | <input type="checkbox"/> Patio Enclosure |
| <input type="checkbox"/> Contiguous Landscaping | <input type="checkbox"/> Patio/Pavers | <input type="checkbox"/> Vestibule |
| | | <input type="checkbox"/> Other (describe below) |

Additional Description:

RECEIPT OF NOTICE BY ALL OWNERS WITHIN 50 FEET

I hereby acknowledge receipt of this application notice and do not have any objections regarding the Architectural change that is requested.

Signature*	Address	Date

*As a neighbor, you have the right to object to the above written modification request. If you would like to file a formal objection, you will need to request the Notice to Neighbors Objection Form at the Administration Office and return it within five (5) business days. The final decision rests with the Section and the CCA Board of Directors.

If there are no objections, your Modification Application proceeds to the Section, the Architectural & Landscaping Review Committee (ALC) and/or the CCA Board for review and approval. overlap

If an objection is received in the Administration Office from a neighbor within the 5-day period you will be notified immediately by Andrea Wolstromer in the Administration Office that work cannot proceed until there has been a rectification of the issue.

- The Modification Application will be submitted for approval to the ALC. ALC reviews and approves based on CCA regulations. This approval is necessary for The Grievance Committee to be aware that the work for which you are applying is within CCA regulations.
- The Grievance Committee will be notified to review and to schedule a meeting between you and the unit owner (neighbor) that is objecting to the change.
- After successful mediation, the Modification Application will be submitted for approval to the Section and the CCA Board.
- If Grievance is unsuccessful in mediating the matter, the issue will be placed on the CCA Board agenda for review at the next board meeting.
- If approved by the CCA Board, the application with the minutes from the meeting will be submitted to the ALC and Section for further approval.
- If the CCA Board does not approve the application, the matter is closed.