



**APPLICATION FOR EXTERIOR ALTERATION**

The duly elected Board of Directors of Lantern Walk Homeowners Association establishes the following procedure for Unit Owner alteration that requires Board approval:

1. Written applications for approval shall be submitted to the Board thru the Architecture Committee by placing the following Alteration Application form (see attachment) in the mail box next to the Club House or through our email – [lanternwalkhoa@yahoo.com](mailto:lanternwalkhoa@yahoo.com).
2. Oral requests will not be considered.
3. Each alteration must be specifically and individually approved, even if a similar or substantially identical alteration has been previously approved.
4. Any application received by the Board of Directors or Architectural Review Committee will be date stamped to indicate when it was received. The Architectural Review Committee will make every reasonable effort to review the application and respond to the applicant within thirty (30) days of receipt.
5. Approval of an application is valid for a period of six (6) months following notice of approval to the applicant, unless otherwise specified on the application's form.
6. After the project is completed, any part of the project that is not in compliance may be subject to the Association enforcement procedure and associated penalties.
7. Contractor's information must be included with application.
8. All contractors must be informed that they must remove any debris generated by their work and must confine their work hours to between 8AM and 6PM Monday through Saturday.

This resolution, Administration Policy Resolution 09, was revised at a meeting of the Board held on April 1, 2019 with the directors voting as indicated below:

<u>Director</u>	Yes	No	Abstain	Absent
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Kelley Anderson	✓	—	—	—
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Gerald Karush	✓	—	—	—
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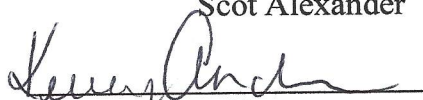
Maria Gray	✓	—	—	—
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Tom Geary	✓	—	—	—
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Charles Destefani	—	—	✓	—
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Jose Garcia	✓	—	—	—
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Scot Alexander	—	—	—	—
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Association President

  
Association Secretary



**APPLICATION FOR EXTERIOR ALTERATION**

Your Alteration/Modification application must be submitted and APPROVED before you begin your project. Please check the Rules & Regulations and Policy Resolutions for specifics pertaining to any alterations/modifications that must be approved by the Association Board of Directors. Applications submitted without adequate information will be returned without review and approval. Please complete the following information with checklist and submit this form with 2 copies of plans, drawings, literature and contractors license and Liability Insurance

**TO BE PLACED IN THE MAIL BOX OUTSIDE THE CLUB HOUSE:**

Owner Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**TYPE OF ALTERATION (S) REQUESTED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated completion date for project(s): \_\_\_\_\_  
(Must be completed within 6 months of approval).

Installer \_\_\_\_\_ Installer Phone \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your Application for alteration/modification    ☐ Approved    ☐ Not Approved

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**ARCHITECTURAL REVIEW CHECKLIST**

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The Association reviews the site plans, landscape proposal and approvals for all alterations. No construction or installation shall commence without prior written approval from the Association and all required government approval.

The following is a schedule of information required at each review. **Only complete submittals will be considered.**

- ☐ Complete copy of the Alteration Application.
- ☐ Two (2) sets of proposed location for placement of exterior lighting, patio (see Resolution #7 paragraph 3-o) etc. and/or plant location.
- ☐ Clearly marked site survey showing the location of the proposed improvement.
- ☐ Existing water lines, utility lines etc. must be considered

The Architectural Plans shall include:

- ☐ Selection of all exterior materials and finishes and a photo of the proposed material is preferred.
- ☐ Copy of proposed contractor's license and Liability Insurance

Landscape Design Review is the function of the Board of Directors:

**Plantings or landscaping are the sole responsibility of the HOA and item removal and tree planting or tree removal is prohibited.**

- ☐ Plantings around sidewalk & trees near your unit must be approved by the Homeowners Association before planting begins.
- ☐ Existing water lines, utility lines etc. must be considered to obtain approval for perennials to be planted.