

UNIT MODIFICATION POLICY

In keeping with the Declaration of Condominium and Amended and Restated Articles of Incorporation of Glen Oaks Ridge Owners Association, the following are applicable to any proposed exterior unit modifications.

1. Any proposed unit modification to the exterior of a villa must be formally requested by the Owner, using the Unit Modification Request Form.
 - a. The Owner shall comply with the provisions in the Unit Modification Request Form.
 - b. The Owner must attach applicable drawings, specifications, and supplier to be used.
 - c. The Owner should consult established policies for items such as front entrance doors, rain gutters, etc.
 - d. If the Architectural Review Committee or the Director of Buildings requests further information, that information must be furnished prior to subsequent review of the Unit Modification Request.
2. Until approval is formally granted by the Board of Directors, or formally approved in accordance with formally established policy, the unit modification must not proceed. Failure to receive formal approval prior to beginning modification activities may result in The Board of Directors demanding the villa be returned to its prior state.
3. All Unit Modification Requests, regardless of approval granted or disapproved, will be filed in that villa's permanent file, maintained by GOROA.

Revised November 16, 2020