

# DREAM'S LANDING ARCHITECTURAL CHANGE REQUESTS

4/14/05

Attached is our new "Architectural Change Request Form" to help simplify and speed up the design review and approval process for property improvements, repairs and replacements.

There are two procedures to follow. One is the fast track procedure, where approvals for similar work have previously been granted. Second is the standard Approval procedure, which is for all other architectural changes.

**Fast Track Approval:** Where well established changes have been granted (i.e., window replacements), a verbal approval can be obtained by notifying the Property Management Company, who in turn notifies the Architectural Committee Chairman or Board President. When approval is granted, the liability release section of the "Architectural Change Request" form must be signed. Once signed, the Property Management Company sends a letter to the owner confirming approval.

**Standard Approval:** All other requests must be submitted in writing to the Board of Directors using the "Architectural Change Request Form". Completing the form, with as much detail as possible will avoid delays. If possible, include drawings and dimensions and consult a contractor where applicable. Send requests to the Board of Directors or mail to: Brodie Management, Inc., 134 Holiday Court, Suite #308 Annapolis, MD 21401. The Architectural Committee will then review the request and submit its recommendation at the next Board of Directors meeting.

Acceptable changes are based on criteria such as conformity with covenants and codes; validity of concept; design compatibility; location and impact on neighbors; scale; color; workmanship and timing. (A detailed description of criteria and procedures is available from the Architectural Committee or the Property Management Company.)

The decision is made at the next scheduled Board Meeting. A notification letter is sent by the Property Management Company, approximately one week following the meeting. If the request is denied, the Board will state its rationale. All applications that are denied can be appealed.