

IMPORTANT INFORMATION FROM YOUR
OAK HILL ESTATES
HOA MODIFICATION COMMITTEE

Dear Neighbors.

We all share a desire to maintain our home values and to live in a harmonious neighborhood that maintains a consistent character in keeping with the reasons we purchased our properties in the first place.

An important part of maintaining this goal is adhering to the stipulations of the Oak Hill Estates HOA By-Laws, which you all received and agreed to abide by when you closed on your property. If you have misplaced your copy or would like another one, please contact any member of the Board of Directors of our HOA, or any member of the Modification Committee, whose names are listed at the bottom of this memo. For your reference, the roles and responsibilities of the Modification Committee are spelled out in Article IV of the By-Laws (Pages 8-11)

Recent events have highlighted a need to update our neighborhood homeowners about the role of the Modification Committee and the mandatory requirement of working through the committee's established procedures anytime you contemplate any changes to the "...nature, kind, shape, color, size, materials, and location of such modifications, additions, or alterations..." to your property, which must be submitted before the fact to the Modification Committee "...for approval as to quality of workmanship and design and harmony of external design with existing structures and as to location in relation to surrounding structures, topography, and finish grade elevation". This requirement applies to exterior elements only. There are no restrictions or requirements relating to remodeling or repainting the interiors of homes. Examples of projects requiring Modification Committee review and approval include, but are not limited to, items such as exterior architectural changes or

additions, changes in materials, exterior paint, and installation of solar panels.

Requesting Modification Committee review and approval is usually very simple and quick. All that is required is the filling out of the one page Homeowner's Association/New Construction Approval Form, (See attachment) and submitting it, along with supporting plans and documents, to your Modification Committee representative. The Committee makes every effort to respond within a few days with either an approval or a request for adjustments in order to get to an approval. The intent is to get to a satisfactory solution for all concerned as quickly and easily as possible.

Going forward, homeowners should be aware that carrying out modifications to the exterior and visible parts of your property without the prior approval of the Modification Committee can result in the imposition of fines not to exceed \$5,000 plus interest and penalties in the event of non payment, and ultimately, the imposition of a lien on your property.

MODIFICATION COMMITTEE MEMBERS:

- Bryan David bdsouthlake@gmail.com
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- Jeremy Meacham jeremy.c.meacham@gmail.com
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HOA BOARD OF DIRECTORS

- Glen Bradshaw, President patty.br3@gmail.com
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- Jackie Burlingame, Secretary jackiemcb@verizon.net