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EXTERIOR MODIFICATIONS REQUIRE PRIOR HOA APPROVAL

TO: CLARKSBURG RIDGE HOA HOMEOWNERS

FROM: SHIREEN AMBUSH, PROPERTY MANAGER 

DATE: JULY 6, 2020

As a reminder, **any exterior modifications to your home or lot requires prior approval from the Clarksburg Ridge HOA Architectural Control Committee before any work starts.** Some examples of exterior modifications include installing, replacing, and repairing decks, roofs, windows, shutters, fences, doors as well any change in the exterior colors on the home itself.

The approval process requires submitting an exterior change request form (ACC application) along with submitting a picture of the desired change, brochures, samples, or any other pertinent information that could be useful to the ACC in reviewing your application. ACC applications and decisions are required to be done in writing so no verbal requests will be accepted. **In the event that exterior modifications are performed without receiving prior HOA approval and if the modifications do not conform with community standards, you will have to go through the hassle and expense of removing the unauthorized modification.**

If you should need a copy of the ACC application or have any further questions regarding this notice, please contact me directly at sambush@abarisrealty.com. On behalf of the Board, I thank you for your attention to this important matter.