

Stone Brook Community Association

Review Process for an Improvement request.

Requests are processed as quickly as possible, but it may take 5 to 10 business days or longer if there are questions from the board or Towne Properties.

Once you have the details of your improvement, drawings, estimates etc... it is recommend that you **not commit a timeframe to any contractor, or begin any of the requested improvements**, until you receive a response from Towne Properties.

Resident Submits form	→ HOA Board and Towne Properties review	→ Towne Properties Notifies Resident
<ul style="list-style-type: none">• Fills out the form.• Provides contact information.• Details the request.• The more detail the better the chances of not having an additional information request.• Includes drawings, estimates, permits, materials	<ul style="list-style-type: none">• Reviews for covenant compliance.• Reviews details of the request for completeness.• May request additional supporting documentation.• Board votes and forwards recommendation to Towne Properties for final decision and notification.	<ul style="list-style-type: none">• Towne Properties contacts resident with the decision.• Approved or denied. Reasons for denial will be provided.