

# 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.

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