

**BURNT STORE LAKES
PROPERTY OWNERS ASSOCIATION, INC.**

POLICY / PROCEDURE STATEMENT

**ARCHITECTURAL REVIEW – SCHEDULE B
EXTERIOR PAINTING REQUIREMENTS**

PURPOSE: To establish a procedure for approval of exterior home color changes.

SCOPE: The Deed Restrictions state in Section 4, that the property owner(s) is required to submit specified documents for approval of proposed construction.

The Deed Restrictions state in Section 17, that the color of paint shall not be changed without the written consent of the Grantor. This Policy and Procedure shall establish and define the approval process.

PROCEDURE:

1. The property owner will complete the appropriate request form for ARC review for color changes or re-painting of the same color, of a residence.
2. The property owner shall provide paint color samples for all colors applied to the home.
3. ARC may request that the property owner provide a color sample of at least 2 feet by 2 feet displaying both the body color and the trim color or accent colors on the side of the home. Or if requested, the office may provide a suitably sized board. The body color shall be painted on, with a 4" strip of the trim color at the top.
4. ARC will review the submission and make recommendation to approve or not approve to the Board of Directors for consideration at the next meeting.
5. A letter of approval granted or not granted will be mailed to the property owner within 5 business days following the meeting.

Adopted: November 11, 2008