

# Monticello Place Community Association

## Intent to Renovate FAQs

*including external home addition, fence, garage, deck, shed, etc.*

January 2021

**How/who do I submit the documents?** Please submit a written description of the project (ok to use contractor scope of work), any diagrams and neighbor notifications electronically to the Monticello Place Community Association (MPCA) Website, including your name, address, phone number and email address. This information will automatically go the MPCA Board. If you prefer you may contact your Section Representative and provide them a copy of the documents who will share with the MPCA Board.

**What is the expected Turn-around time?** You will be contacted by a member of the MPCA Board within a week of sending the documents electronically. They will advise if information sent is complete or more information would be helpful. They can discuss the project and coordinate a committee of three MPCA Board Members to meet with you to review documents on site and the scope of the project.

**How can I expedite the process?** Obtain contractor detailed description of the Project (NOTE IT IS HIGHLY RECOMMENDED YOU PROVIDE THE CONTRACTOR WITH ANY PERTINENT Deed of Restriction Information), drawings of the project, Neighbor Notification Letters (from neighbors immediately bordering the property; minimum of 2) and call your Section Representative. Notify Representative you would like to proceed ASAP. Section Representative will contact a committee of three MPCA Board Members to meet with you at your preferred time to review the documents on site. This committee will have the authority to authorize the project to proceed per their review. Final approval will be submitted at the next MPCA Board Meeting.

**How can I present my project directly to the Board?** Any neighbor may present an *Intent to Renovate* project to the MPCA Board at a regular scheduled meeting which is every other month on the odd number months of the year (January, March, May, etc.) Please bring aforementioned documents (a few copies would be helpful) for presentation. Note: Some meetings may be via ZOOM.

**What if I don't request approve for a renovation beforehand?** The purpose of the MPCA Board is to facilitate keeping the high standards of our community as detailed in our Deed of Restrictions. As the subdivision was built the Deeds of Restrictions (DOR) slightly varied from section to section. The MPCA Board plans to continue to oversee items covered in the Deed of Restrictions under their scope of responsibility, such as fences, home additions, out buildings, pools, etc.). We all moved or built here because this is a great community in which to live. The MPCA role is to work with neighbors to maintain the community standards. Neighbors who blatantly just ignore the fact we have Deeds of Restriction and interfere with the community standards may be legally held responsible.

**Official By-Laws References. Article VI, E Committees.** *The Board of Directors and/or the offices may, as need arises, appoint special committees to perform specific tasks as necessary to the maintaining of the Association and its Responsibilities.*

**Deeds of Restriction References. Article III. Architectural Control of Declaration of Covenants, Conditions and restrictions (Deed Restrictions) notes in Section I that NO STRUCTURE shall be erected, placed or altered...without approval in writing by the Developer. Structure is defined in Section 1© as may include garages, fences, auxiliary buildings, pools, etc. Developer is defined in same Section 1 © as any entity, person or association to whom to Developer may assign the right to approval. Note: Approval has been assigned to the MPCA Board.**

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