

The Owners of Innisfree Association, Inc.

Procedures

Owners of Innisfree must obtain permission from the Innisfree Board of Directors before making any architectural changes and before landscaping areas outside their own courtyards.

These are the steps the owner(s), committee chairpersons and Board members must take before such changes can be made:

1. The owner notifies the appropriate committee chairperson of the desired change(s).
2. The owner states his or her petition in writing, as directed by the committee chairperson.
3. As soon as the written petition is received, the committee chairperson notifies the Board, consults with the committee members and others whose recommendations should be considered by the Board of Directors.
4. The chairperson presents the written petition, reports all findings, and submits recommendations to the Board of Directors at their next monthly meeting.
5. The petition is either granted or denied by the majority vote of the five-member Board of Directors. Should the Board request additional information before taking a vote, the committee chairperson will so advise the petitioner. Regardless of the Board's position on the petition, the committee chairperson will notify the petitioner within thirty days as to the decision of the Board.
6. The petitioner may appeal the Board's decision. The petitioner may also elect to wait and petition a different Board. In either case, the same steps must be taken before changes can be made.
7. After permission has been granted, the petitioner is free to make the approved changes.
8. Final approval of the completed project is the responsibility of the Board of Directors. The owner will notify the appropriate committee chairperson when all work has been completed. Within thirty days, the Board will notify the owners if the completed work fails to conform to the approved plans. It will be the owner's responsibility to effect the required improvements. These improvements must be made without unnecessary delay. If the completed project involves landscaping, the owner is responsible for the care of the plants.