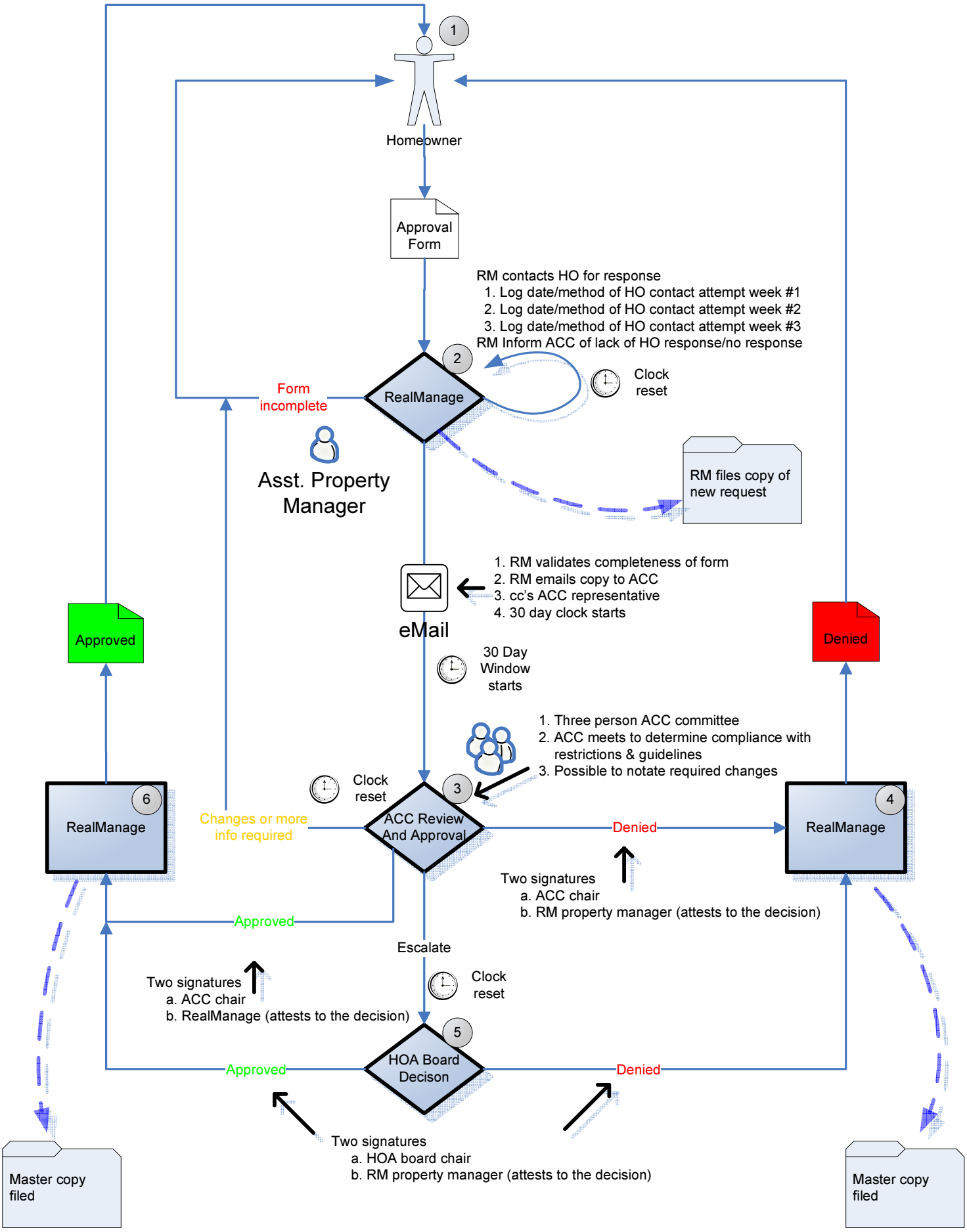
1
Homeowner
Approval Form
RM contacts HO for response
1. Log date/method of HO contact attempt week #1
2. Log date/method of HO contact attempt week #2
3. Log date/method of HO contact attempt week #3
RM Inform ACC of lack of HO response/no response
2
RealManage
Clock reset
Form incomplete
Asst. Property Manager
RM files copy of new request
1. RM validates completeness of form
2. RM emails copy to ACC
3. cc's ACC representative
4. 30 day clock starts
eMail
Approved
Denied
30 Day Window starts
1. Three person ACC committee
2. ACC meets to determine compliance with restrictions & guidelines
3. Possible to notate required changes
Clock reset
3
ACC Review And Approval
6
RealManage
Changes or more info required
Denied
4
RealManage
Two signatures
a. ACC chair
b. RM property manager (attests to the decision)
Approved
Escalate
Two signatures
a. ACC chair
b. RealManage (attests to the decision)
Clock reset
5
HOA Board Decison
Approved
Denied
Two signatures
a. HOA board chair
b. RM property manager (attests to the decision)
Master copy filed
Master copy filed