



Springhurst Community Association

502-425-4672 • 4200 SPRINGHURST BLVD. LOUISVILLE KY 40241 • WWW.SPRINGHURSTONLINE.COM

Exterior Modification Policy

The intent of the exterior modification of property policy is to maintain property values by requiring prior approval of exterior modifications by the Springhurst Community Association to insure compliance with the DCCRs and compatibility with the villages of the Springhurst Community Association.

The policy applies to all villages in the Springhurst Community Association that do not have their own governing boards. Excluded villages with their own governing boards are Abbeywood, Hartwick, Springmont, Spring Meadows, Tuxford and Valencia.

The policy does not preclude use of newly developed materials and devices, which have become available since the DCCRs were written, provided the board has approved their use.

Modification requests that are denied may be appealed to the SCA Board for resolution.

Non-compliance with this policy will be in accordance with the approved SCA Covenant Enforcement Policy.

Procedure for Exterior Modification of Property

Resident

1. Obtain an exterior modification form by downloading from the www.springhurstonline.com website home page, or from the SCA Property Manager at 502.425.4672.
2. Completely fill out the application. Include any sketches, pictures, contractor's drawings and lot plats with the request.
3. The completed application, with all required documentation, must be received in the SCA Property Manager's office at least 45 days prior to the planned start date of work. Either e-mail the documents to scamanager@outlook.com or U.S. Mail or hand deliver the document to the Springhurst Community Association's office located in the clubhouse (4200 Springhurst Blvd., Louisville, KY 40241).

Property Manager

1. Upon receipt of the exterior modification documents, they will be checked for completeness, that maintenance fees are current, and no outstanding DCCR violations exist. The request will be returned for correction if any of these requirements are not met. After verification the documents will be scanned and emailed to the Architectural Review Committee (ARC) for review and approval.
2. The ARC will notify the property manager of their approval or denial of the request within 15 working days after receipt of all necessary information to process the request.
3. Upon receipt of ARC approval or denial the property manager will notify the property owner within the 30-day time frame. If notification is not provided to the property owner within 30 days, the request is automatically approved in accordance with the DCCRs.

Architectural Review Committee

1. Review the request for neighborhood compatibility and compliance with the DCCRs. Onsite visits may be made if necessary. Visits will be coordinated with the resident.
2. The ARC will notify the property manager of their consensus decision in a timely manner (15 working days or less) to insure that notification is provided to the resident within the 30-day period.
3. Any approval or denial with potential to result in legal action or adverse reaction will be referred to the Board for concurrence before finalizing.

Denials

A property owner may appeal a denial to the SCA Board by written notice to the property manager of their desire to appeal the modification.




Use of New Unapproved Materials or Devices

New materials and devices may be used if approved by the SCA Board.

Requests to use new unapproved materials or devices will be researched by the ARC for neighborhood DCCR compatibility and legal requirements for their use.

4. The Architectural Review Committee will recommend approval or denial of the requested material or device to the SCA Board.

Exterior Modifications Policy and Procedure

Date	Action by Board	Signature, SCA Officer
5-21-12	Approved.	
8-27-13	Reviewed.	
10-9-15	Legal review by SCA attorney, Dennis Stilger. Minor edits recommended.	
1-25-16	Reviewed. Approved with attorney recommended changes.	