

Overview

The Architectural Committee (AC) mission is to maintain the aesthetics of our neighborhood keeping in mind the homeowners' needs for individuality. A set of AC Guidelines has been developed and appear in the Verona Homeowners Manual. The Verona Landscape Committee has developed policies for lawn maintenance and homeowner plantings that also apply to this request. Homeowners should use the following process for any modification requests.

Homeowner AC Request

1. The forms can be found on the Verona Community Association Management (CAM) website. <http://www.realmanage.com>. After signing in, the "My Dashboard" display shows user choices. On the "Quick Links" center pane, click on "Community Rules/Policies". From the left pane, click on "Forms", then select "AC Request Forms" for homeowner printout.
2. Homeowner prints and completes the AC Request Form which includes the additional required support documents. The homeowner should review the AC Guidelines and submit the appropriate documents as follows:
 - a. Plot plan drawing showing requested modifications.
 - b. A current Contractor's License or Certificate of Competency
 - c. A current Certificate of Insurance to include General Liability and Workman's Compensation for the proposed construction period.
 - d. Photographs as applicable to show the homeowners design intent.
3. The homeowner may submit these documents to the AC chairperson for an informal initial review.
4. The AC Request with all required documents shall be submitted as a single pdf file to: VERRENAI@ciramail.com.

AC Review

1. The AC reviews the submitted documents provided by the homeowner. The homeowner may contact the Landscape Committee for advice and comments for any landscape modifications. Verona.landscape@gmail.com
2. The homeowner will be contacted for any necessary updates to the Request document package prior to their submittal.
3. If the Request submittal meets all AC and Landscape BOD approved guidelines and policies, the AC chairperson will recommend the homeowner submit to the Community Association Manager.

Community Association Manager Procedure

1. The CAM logs the homeowner's AC request on the RealManage website and submits a notification to each BOD and AC member.
2. The CAM will maintain a permanent E-file of each homeowner's AC Request to include the submitted request forms, AC team recommendations, BOD decisions and correspondence to the homeowner.
3. If any director or committee member requests additional information from the homeowner by posting on the RM website, the CAM will reach out to the homeowner via email. The new requested information shall be posted on the website.
4. If any director or committee member votes to Approve with Stipulations, the condition shall be posted as a Discussion Note.
5. If any director or committee member votes to Decline the request, the reason shall be posted as a Discussion Note.
6. The AC chairperson represents the architectural and landscape committee's recommendation. If the AC chairperson is a board member or an appointed board liaison to the AC, their approval will be "required" along with a minimum of two (2) other board members for automatic notification of a homeowner's AC Request.
7. Committee members are not legal substitutes for board member votes and as such, shall not use the dropdown menu voting system for their recommendations. Committee members shall post in Discussion Notes their approval recommendation or requests for additional homeowner information.