

## **ARCHITECTURAL PROCEDURES**

1. All requests for modifications to buildings, walls and landscaping must be submitted in writing, along with drawings and specifications to the Turtle Rock Glen Architectural Committee, c/o Optimum Professional Property Management, 230 Commerce, Suite 250, Irvine, CA, 92602.
2. The Management Company will log in the request by date received and forward to the Committee for action, with follow up for action prior to thirty (30) days after request is received.
3. Should the Architectural Committee require additional information in order to make their decision for recommending or denying the request, they will contact the homeowner, or if necessary meet the homeowner to clarify the request.
4. In the event the Architectural Committee denies the request, the matter can be appealed to the Board of Directors at their next regularly scheduled meeting.
5. As a matter of courtesy, homeowners making a request, which would alter the appearance of the property, should contact the neighbors affected to determine if they will have no objection to the change.