



## **Modification Application Processing**

Any changes or modifications to the existing exterior of a house should be submitted for Modifications review. The form must be submitted online. **The MSC review committee meets on the third Wednesday of each month with applications due the Wednesday prior.**

The most common applications reviewed are:

- In ground swimming pools
- Patio Covers
- Landscaping Modifications
- Play equipment (trampolines, play forts, basketball goals, etc.)

When an application is received, the Modification Coordinator reviews it for completion. The resident is contacted via email or phone if items are missing. The Modification review time frame begins when the application is considered complete.

For an application to be considered complete and ready to be reviewed by the committee, the application must:

- Be completed in full (as appropriate) and signed by the Property Owner (if Tenant is submitting, Property Owner must still sign)
- Copy of any pertinent drawings/elevations

- Photo of the area to be improved (wide shot, color)
- Copy of site/plot plan with location of improvement marked.
- All applicable fees, i.e. application fee for a major modification (patio cover, room addition, pool). Deposits required for pools and house additions and range from \$1,000.00-\$2,000.00 depending on lot location--lots adjacent to amenities or reserves must pay \$2,000.00. Deposit check will be cashed—we do not hold checks, however all deposits are refundable upon completion and final review of the finished project. The project must match all information submitted on the application.

Once the application is reviewed, the homeowner will be notified via email within 2 business days whether it is Approved, Approved with Conditions or Denied.

For more information or further inquiries about the process, please email [Modifications@clubsienna.com](mailto:Modifications@clubsienna.com).