

## **Procedure for Approval of Landscape and Maintenance Requests**

The TTA board will make decisions and approve homeowner requests at regularly scheduled board meetings.

### Helpful Documents

- Mt. Park HOA Site [www.mtparkhoa.com](http://www.mtparkhoa.com)

Our HOA must first approve the request so it can be included with your Mt. Park application.

- Architectural Policies & Procedures: Log into the MPHQA site and go to Documents > Committee Standards & Policies > Architectural Committee

- Any exterior modification, including roofing, exterior painting and changes in landscape, may require both TTA and MPHQA board approval. On the TTA website, under Useful Documents, review the TTA Declaration of Restrictions (CC&Rs), Article VI and VIII, and any amendments to these sections for specific types of work requiring TTA approval. If in doubt, contact the board director responsible for maintenance or landscape.

### Procedure

1. The homeowner completes the Mt. Park application and submits it to the maintenance or landscape board member of the TTA HOA. Board members are listed on the TTA website under Contacts.

2. The TTA board reviews the request at the next board meeting. As stated in the bylaws, the board may take action in the absence of a meeting if all board members are available to unanimously approve the request.

3. Once the request is approved, the designated board member will notify the homeowner in writing. This approval must be included with the Mt. Park application.