



Laurel Oak Ranch Homeowners Association

Architectural Review Committee

Process for Requestors

Requests for approval of exterior changes shall be made by one of the following processes:

For electronic format requests:

- 1) Go to www.LaurelOakRanch.com and click on link "Exterior Change Approval Request"
- 2) On this webpage, find the following information:
 - a) Submission Guidelines (PDF)
 - b) Request Form (PDF)
 - c) Basic Instructions, including:
 - i. Review Submission Guidelines
 - ii. Prepare drawing on copy of survey, showing proposed changes
 - iii. Complete Request Form (including email address)
 - iv. Scan in documents (Request Form, survey and any supporting documents) and email to: kay@slatterinc.com (if unable to scan documents, you may print out the above documents and submit via FAX or "hard copy" format, below)
 - v. Receive (within one business day) a receipt from Laurel Oak Ranch Property Manager, showing date received
 - vi. Receive response within 30 days of approval, denial (with reason) or request for additional information / documentation
 - d) Once approval is granted, you may begin making changes.

For FAX submissions:

Same as above, but FAX (to 336-378-5975) documents will be substituted.

For non-electronic "hard copy" requests:

- 1) Send a request for the above information to LOR Property Manager
- 2) Review Submission Guidelines
- 3) Prepare drawing on copy of survey, showing proposed changes
- 4) Complete Request Form (including email address)
- 5) Copy documents (for your records) and send the documents (including other supporting documents) to LOR Property Manager
- 6) Receive (within two business days) a receipt from Laurel Oak Ranch Property Manager, showing date received
- 7) Receive response within 30 days of approval, denial (with reason) or request for additional information / documentation
- 8) Once approval is granted, you may begin making changes.

LOR Property Manager: Laurel Oak Ranch Homeowner's Association
ATTN: Kay Hardy
P.O. Box 29447
Greensboro, NC 27429