



Dear Homeowners,

Spring has sprung and the Architectural Review Committee (ARC) has noticed that homeowners are beginning to spruce up their landscaping. Homeowners are allowed to make changes that suit their current lifestyle and creative needs.

Changing plants in the original plant bed designed for your home using plants from the approved planting list is the homeowners' option. However, it is important to remember that any changes may affect the character of our neighborhood.

The ARC must approve any changes and are responsible for maintaining the Canopy Design Criteria Manual guidelines. It is our job to assure long-term community quality throughout these modifications. A homeowner is responsible for submitting a Modification Request (MR) for any changes made to the exterior of your home and/or landscaping. We would like to remind homeowners to consult the Canopy Design Criteria Manual and policy resolutions before making any requests/modifications to ensure compliance.

An approved modification request (MR) is required for the following work:

- **Modifying existing beds or creating new beds**
- **When changing, adding, or removing any tree on your property**
- **Changing more than 50% of your plantings in your flower beds** (simply changing out some dead plants for something on the approved plant list DOES NOT require a MR)
- **When using a professional company to do ANY exterior work** (even if the work doesn't require a MR) **\*\*We need to know who is working on your property as there are many elements that may affect your neighbors or the community.**

All MR's should include the type of plants and/or trees being planted, any trees being removed, the location of new plants and/or trees, and who will be performing the work. If using a professional company, a copy of their license and insurance is required.

There have been homeowners who have not submitted a MR for work that has been done, specifically tree planting and removal. A tree is a much more permanent addition to the character of the community with possible long term effects on a neighboring property. If you are one of these homeowners please send in a post MR immediately to avoid action from the ARC. Please note that if a MR is submitted after work has been completed the ARC may ask you to remove the work (at your expense) if it doesn't meet compliance.

Some MR's can be approved quickly via email, while others will be reviewed at our meetings. We meet the 2<sup>nd</sup> Tuesday of every month and ask that all MR's are submitted one week prior. Please plan ahead!

The Design Manual and the Community Ruling Documents may be found on the Canopy website [www.canopyhoa.com](http://www.canopyhoa.com). If you still have questions please contact the ARC at [arc@canopyhoa.com](mailto:arc@canopyhoa.com), we are more than happy to help you navigate any issues you may be encountering.

Thank you,  
Canopy Architectural Review Committee