

**SPRING CREEK CONDOMINIUM ASSOCIATION  
3700 Candlewyck Club Drive – Florissant, MO 63034**

**ARCHITECTURAL CHAIR AND PROPERTY MANAGER PROCEDURE**

**ARCHITECTURAL/SATELLITE DISH REQUEST FORMS**

An Architectural Request form is given to a Unit Owner desiring to make any changes to the outside of their unit. The Unit Owner must be advised that drawings, pictures, etc., are required when their request is submitted. The Unit Owner should be advised to obtain a Mechanics Lien from the person doing the work for them after the work is completed. The office neither requires nor needs a copy of the Mechanics Lien, but the Unit Owner needs to keep the Mechanics Lien in their personal file along with their original completed and final Architectural Request.

Once the completed form is returned to the office and verified that all information is complete and attached, a copy is made for the “Pending” for “Follow-Up” file, and the ORIGINAL is given to the Architectural Chairperson IMMEDIATELY. The Property Manager will keep a log of all requests, status of such requests, and reasons why they might have been denied. The Architectural Chairperson will present this information at each Board Meeting.

After the Architectural Chairperson has approved the request, the form is returned to the Property Manager. The Unit Owner is advised that upon completion of the work the Unit Owner and contractor must sign: (i) page 7 of the satellite/cable architectural request form, or (ii) page 4 of the regular architectural request form. That document is returned to the Property Manager.

The Architectural Chair is advised that the work is complete and ready for final inspection. The Architectural Chair signs off on the completion of the work. The form is then returned to the Property Manager. The Property Manager places a copy in the Unit Owner’s file, and returns the signed originals to the Unit Owner.

If the request is denied, the Unit Owner is advised in writing the reason(s) for denial.