



## Daybreak Community Association Design Review Application Procedure

Per the Governing Documents for the Daybreak Community Association, before any exterior change can be made to a home in Daybreak, it needs to be reviewed and approved by the Design Review Committee (DRC). The process is as follows:

1. The DRC meets on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month to review applications. (Dates and times are subject to change at the discretion of the DRC.)
2. Applications are due at the HOA office 1 week in advance to be considered for each meeting.
3. Applications are located at the HOA office as well as online at <http://livedaybreak.com/hoa/master-association/design-review>.
4. Please read the guidelines (also located at the link above) and then select the most appropriate application for your improvement.
5. There is a checklist of items to include on the 3<sup>rd</sup> page of each application. Make sure to include ALL items on the check list with your application (including the listed fee). If you have a question about whether an item is applicable to your specific situation please contact the HOA office.
6. Bring your completed application, supporting documents, and check (check only) for your application fee to the HOA office no later than 1 week before the next meeting. The application and supporting documents may also be sent to the email address listed on the application.
7. There is no fee for very minor improvements. Please inquire at the HOA to see if your improvement is considered minor.
8. An HOA employee will review your application prior to the meeting to help make sure you have all the documentation that the Committee requires.
9. You will receive an email with your results, usually within 48 business hours of the meeting. You will also receive a hard copy in the mail.
10. If your application is approved you can begin work once you receive the email. Your approval is good for 1 year. If your improvement is not completed within 1 year you will need to submit a request for an extension.
11. The deadline to install backyard landscaping on new homes is 18 months from the original owner's closing date. If a landscaping application isn't submitted and work isn't completed within this time, a request to extend the deadline must be submitted.