



OAKMONT COMMONS HOA
C/O RJ COMMUNITY MGT.
4900 PERRY HIGHWAY
BUILDING 1, SUITE 300
PITTSBURGH, PA 15229
PH: 412-550-0003
FAX: 412-227-9003
WWW.RJCMGT.COM

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Dear Resident of Oakmont Commons,

The purpose of this letter is to make every resident aware of the requirement to obtain approval from the Association before proceeding with any exterior modifications or enhancements to your property.

What is the Alteration Request Process

Owners who desire to modify the exterior appearance of their home must submit an Alteration Request Form (www.rjcmgt.com/och) to info@rjcmgt.com or by mail to the management office. The Alteration Request Form asks relevant questions about the project so that upon its submission, the entire scope of work is stated for Board consideration. Owners might be required to submit supplemental information with the form such as pictures of products to be used or map of their property lines. **Projects requiring approval** include but are not limited to: door and window replacement, repainting (siding, doors, garage doors), replacement of the driveway, replacement of the roof, replacement or expansion of any of the hardscape surfaces (patios, sidewalks, etc.), removal of trees, creation of new planting beds, etc.

Why is Alteration Approval Necessary

To protect property values and preserve curb appeal of a uniform townhouse neighborhood, it is essential that the Association ensure a consistent appearance. Every homeowner in Oakmont Commons becomes a Member of the Association automatically and mandatorily upon purchase of a home within the community. Upon purchase, the buyer is automatically bound in agreement with the governing documents of the Association, both current and future rules and restrictions. One of these requirements is that exterior changes to the appearance of a home is subject to Association rules and approval.

Additionally, following the Alteration Request Process protects your investment of time, money, and heart in your project. Submitting an Alteration Request form is your single opportunity to have your plans reviewed by the Board and management company and offered any guidance necessary to comply with the rules of the community. If something on the request form cannot be approved as written, you will be advised how it can be changed and resubmitted to comply in order to get approval. The Board wants to encourage investment in our properties by helping you obtain Association approval.

What are the Outcomes of Skipping Alteration Approval

Failure to submit an Alteration Request is a violation of the Association rules and is handled in the same manner as other violation enforcements. **If an Owner installs something or changes their property without advance approval, he or she may be required to undo their modification and revert it to its original condition or condition compliant with the rules.** This process can be very expensive, such as removing a patio, garage door, driveway, etc. and is enforceable by law. The Association's obligation to protect the interest of all Owners relative to community appearance standards will be upheld to the fullest extent. Please be aware that claiming lack of awareness of this requirement or ignorance of the Alteration Request Process does not absolve Owners from this responsibility.

Thank you in advance for your thorough review of this communication and consideration of the requirements every time you make an exterior change to your property. We look forward to working with all homeowners to invest in their property in a responsible manner, compliant with community rules.