



*Steeplechase Community Services Association*  
***RULES, REGULATIONS, POLICIES & SPECIFICATIONS***

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**ALTERATIONS TO THE EXTERIOR OF A RESIDENCE**

1. Except as provided in paragraph 2, the owner must submit an Alteration Request Form and receive approval for **any proposed exterior alteration** before proceeding with **any** work.

**NOTE:** The term "Alteration" is intended to mean ANY work performed to the outside of a residence...for example, an Alteration Request Form must be submitted:

- If you are painting the exterior of your residence – even if you are painting the same color;
- If you are replacing your awnings – even if your new awnings are the same fabric as the old awnings.

These are only examples intended to illustrate the point that an Alteration Request Form is required to be submitted and approved before ANY work (except as provided in paragraph 2 below) is performed on the exterior of a residence.

2. **Exceptions to Alteration Request**

The following maintenance-type work may be performed without submitting an Alteration Request:

- Adding and/or removing shrubs and flowers to/from an existing flower bed.  
**NOTE:** An Alteration Request must be submitted to add a new flower bed; to remove an existing flower bed or to add/remove trees.
- Patching, resealing, crack filling driveways.
- Caulking cracks around doors and windows.
- Touching up scratched paint on doors provided the required color is used.
- Seeding bare spots in the lawn.
- Weeding lawn/existing flower beds.
- Trimming trees and bushes.
- Mulching existing flower beds.

Members of the Board may exempt other maintenance-type work upon request. For items not listed above, you **MUST** receive prior approval from a Board Member before proceeding. Depending on the request, the Board Member will either approve or advise that an Alteration Request is necessary.

3. A new Alteration Request must be submitted and approved before an owner can modify or replace a previously approved "grandfathered" or non-conforming alteration.
4. Any work performed to the exterior of a residence in violation of this Policy remains subject to the Rules Enforcement Policy at any time when the violation is discovered.

This shall be effective on January 1, 2026.

Board President Judi Lewis Date 10-26-25

Board Secretary James R. Wolfe Date 10/27/25