



## Exterior Modification Project Neighbor Notification

Date: \_\_\_\_\_

Project located at Lot#: \_\_\_\_\_ Address: \_\_\_\_\_

Project Scope: \_\_\_\_\_

Dear:

You are hereby informed that an application for an exterior modification summarized above was recently received by the Association's Modifications Committee.

The Modifications Committee intends to review the matter on [insert date and time]. The meeting will be held [insert location or Zoom link].

Together herewith you will find the proposed project submittal package. As part of the Committee's procedures, when an adjacent owner prepares to make exterior improvements to their home that can impact the visual privacy of adjacent lots, owners of those adjacent lots are given the opportunity to provide written comments regarding the project. While the Modifications Committee invites and will value your input, the ultimate responsibility for evaluating the submittal is that of the Committee, and its decision will be based on all information available at the time the decision is rendered.

Your written comments must be received within 10 business days from the date of this notice. If written comments from you are not received by that date, the Committee will assume that you are not interested in providing any input on the proposed project.

Your written comments should be sent to:

Director of Exterior Modifications and Improvements  
20551 N. Pima Road, Suite 180  
Scottsdale, AZ 85255  
[Larry.cowles@dcranchinc.com](mailto:Larry.cowles@dcranchinc.com)

If you have any questions, please contact [insert contact information].

Sincerely,

Larry Cowles, Director of Exterior Modifications and Improvements  
Attachments: Project proposal