

**Exterior modifications**  
**November 2021**

Thank you to all that have submitted requests when they make external modifications to their home. The following chart summarizes examples of when you need to submit a request and when a request is not necessary. If in doubt, contact the Board of Directors (BoD). To find out if we have a current Acord on file for the contractor, please contact the BoD secretary ([summerfieldofamherst@gmail.com](mailto:summerfieldofamherst@gmail.com)).

PROJECT	EXAMPLES	APPROVAL REQUIRED?	ANY ACTION REQUIRED BEFORE STARTING PROJECT?
Maintenance / repair to exterior of the home.	Painting doors/shutters same color  Power washing the house  Repair of door/garage trim and paint the same color	<b>NO</b>	<b>NO</b> – If current Acord (insurance certificate) is on file with the BoD.  <b>YES</b> – If Acord is not current and on file with BoD. In this case, resident needs to get an Acord from the contractor, and send it to the BoD secretary. <a href="mailto:summerfieldofamherst@gmail.com">summerfieldofamherst@gmail.com</a>
Modification to the exterior of the home.	Painting doors/shutters a different color  Installing hand railing on the porch  Extending the deck	<b>YES</b>	<b>YES</b> - Resident needs to submit approval request to the BoD, and ensure a current Acord is on file with the BoD. If Acord is not current, resident needs to secure a copy of the Acord from their contractor, and send it to the BoD secretary.
Modification to the landscape around the home.	Expanding gardens  Planting new shrubs  Removal of any common area shrub/tree	<b>YES</b>	<b>YES</b> - Resident needs to submit approval request to the BoD, and ensure a current Acord is on file with the BoD. If Acord is not current, resident needs to secure a copy of the Acord from their contractor, and send to the BoD secretary.