

HARBOR TOWN COMMUNITY ASSOCIATION

EQUITY RESOLUTION NO. 6
DESIGN REVIEW PROCEDURES AND GUIDELINES
FOR ALTERATIONS & ADDITIONS

relating to changes to dwelling units and the Property.

GIVEN THAT §3-103 of the Charter provides that "No changes in the visual appearance of the exteriors of structures and the Lots on which they are situated may be made until approval has been secured in writing from the Harbor Town Cultural Trust"; and

GIVEN THAT Article IV of the Charter establishes the Harbor Town Cultural Trust as the Association's body chiefly responsible to process applications for design changes; and

GIVEN THAT the Board of Trustees has the general power to adopt detailed administrative rules and regulations necessary or convenient from time to time to insure compliance with the general guidelines of the Charter, especially in terms of maintaining property values in the Property; and

GIVEN THAT the Board of Trustees deems it necessary and desirable and in the interest of the Association to establish guidelines and procedures for Titleholders wishing to make changes to the Property or their Living Units;

NOW, THEREFORE, the Board of Trustees resolves that the following guidelines and procedures be, and hereby are, adopted:

I. GENERAL

A. Exterior alterations or additions are prohibited without the Titleholder's prior written application to and approval of the Harbor Town Cultural Trust.

B. Certain changes and additions may be prohibited by this Resolution.

C. All Titleholders are responsible for assuring that changes and additions are made only in accordance with the provisions of the Governing Documents.

D. Expenses incurred as part of the application process, as a result of compliance with this Equity Resolution, or related to performing the work approved shall be borne by applicant, unless otherwise stated herein, or in the approvals granted.

II. APPLICATION PROCEDURES

A. Requirements For All Applications

1. Titleholders wishing to make any of the changes permitted by this Resolution must submit the proper written application with all appropriate sections completed. If a lessee desires to make a change, the application must be submitted by the Titleholder of the Property.

2. Oral requests will not be considered.

3. Each alternation or addition must be specifically approved even though the intended alteration or addition conforms to the Governing Documents, and even when a similar or substantially identical alteration or addition has been previously approved.

4. Approval of any project by the Harbor Town Cultural Trust does not waive the necessity of obtaining the required governmental permits.

5. Obtaining a governmental permit does not waive the need for Harbor Town Cultural Trust approval.

6. The Harbor Town Cultural Trust will not knowingly approve a project which is in violation of local building or zoning codes, nor have any liability in the event it unwittingly does.

7. The burden rests with applicant to demonstrate the acceptability of the proposal. Applicant may submit with the application any materials such as samples, exhibits, petitions, photographs, experts' statements, etc. that applicant deems necessary. Applicant may request an opportunity to appear before the Harbor Town Cultural Trust, along with any other witnesses applicant desires to have testify.

B. Routine Administrative Approval. Wherever in this Resolution it states that "Administrative approval only is required," the following shall apply:

1. Applicant must file Application Form "A", "Application for Routine Approval," with the Harbor Town Cultural Trust or an agent it may designate to receive Routine Administrative Approvals.

2. If the proposed alteration or addition conforms exactly with the specifications and conditions contained in the Harbor Town Design Guidelines dated December 8, 1989, modified August 1991, January 1993, March 1993 and January 1994, an agent of the Harbor Town Cultural Trust is authorized to approve the application without involving that body. One copy of the approved application shall be returned to applicant, one copy shall be filed in the Association file for that Living Unit, and one copy shall be provided to the Board of Code

Compliance.

3. If the application in any way varies from the approved specifications and conditions, an agent of the Harbor Town Cultural Trust shall not approve the application, but instead must forward the entire application to the Harbor Town Cultural Trust.

4. Routine Administrative Approval shall apply only as determined by the Harbor Town Cultural Trust or the Board of Trustees.

C. Additional Requirements for Major Changes. Major changes, such as those which result in either an interior structural change or an addition to, extension of, or change in the external configuration of a Living Unit must meet the following requirements as appropriate:

1. Applicant must file Application Form "B", "Application for Non-Routine Change", with the Harbor Town Cultural Trust or an agent it may designate to receive approval for major changes.

2. If the change affects common utilities or involves temporary interruption of common utility service, applicant is required to coordinate in advance with the Association Manager. In any case, common utility service may not be interrupted except between the hours of 8 a.m. and 5 p.m. on weekdays which are not holidays. Service may not be interrupted on holidays or weekends.

3. Applicant is responsible for removal of debris generated in the course of the change.

4. No sawing, hammering or other noisy construction activities are permitted except between the hours of 7 a.m. and 7 p.m. on weekdays which are not holidays and 9 a.m. and 6 p.m. on weekends and holidays.

5. For major structural renovations, the following may be required to the extent applicable:

a. Submission consisting of:

1. Letter of transmittal.

2. Floor plans and/or architectural drawings.

3. Construction schedule.

4. Name(s) of proposed contractor(s) and mechanic(s).

5. Proposed contracts.
 6. Location of storage site of building materials, etc.
 7. Arrangements for temporary access, if any.
 8. Certificate(s) of insurance of contractor(s).
 9. Proof of approval of other Titleholders involved, if any.
 10. Such other information as the Harbor Town Cultural Trust may require.
- b. The Harbor Town Cultural Trust shall act on the submission and give notice to the applicant within fifteen (15) days.
6. Administrative requirements:
- a. Applicant must inform the Board of Code Compliance of date on which construction starts.
 - b. If applicant desires to make changes during construction, a revised application must be submitted to the Harbor Town Cultural Trust which shall promptly act upon the revised application.
 - c. Applicant must provide the Board of Code Compliance with notice of completion.
 - d. Upon completion, the Board of Code Compliance may inspect the change and, if satisfied that construction is in compliance with approved plans, issue a Certificate of Compliance.

III. RESULTS OF REVIEW

- A. The applicant shall be informed in writing of the decision.
- B. If the applicant fails to receive a reply or request for additional information within fifteen (15) days, the request shall be considered to have been approved.
- C. If a proposal is rejected, the reason(s) for disapproval shall be stated as part of the written decision.
- D. The applicant may request reconsideration if new or additional information which might clarify the request or demonstrate its acceptability can be provided. Applicant must

request such reconsideration by the Harbor Town Cultural Trust before applicant may appeal a decision to the Board of Trustees.

E. If the application is denied again upon reconsideration by the Harbor Town Cultural Trust, applicant may appeal the decision to the Board of Trustees, pursuant to the procedures for appeal set forth in Equity Resolution No. 5.

F. Copies of all Requests for Review, including those for Routine Administrative Approval, will be filed according to Living Unit number and street address, along with the written decision and a statement of action taken, if any. There will be a cross-index which groups cases into types, for future reference. This index shall be made available, upon request, to any Titleholder considering an alteration or addition to the Property or his Living Unit.

G. Unless applicant has requested and received in writing an extension, all approvals shall expire six months after the date of approval if the item approved has not been started.

H. All costs related to construction, installation and maintenance or any approved alteration or addition shall be the obligation of the Titleholder (notwithstanding Titleholder's right to recover such costs from his lessee, if applicable). The Titleholder may be required by the Board of Code Compliance to execute an Alteration Agreement substantially similar to Exhibit "C" to this Resolution for approval. The Alteration Agreement shall acknowledge Titleholder's responsibility to install and maintain the alteration or addition in good condition and repair at his sole expense, shall indicate that such obligation passes to subsequent Titleholders of the Living Unit and shall contain a provision where Titleholder agrees to indemnify and hold harmless Declarant, the Association, the Board of Trustees, the Harbor Town Cultural Trust and the Board of Code Compliance from any cost or liabilities relating to or arising from the alteration or addition, as well as any other provisions deemed necessary or appropriate at the time.

IV PROCEDURES FOR MONITORING COMPLIANCE

A. Inspection. The Board of Code Compliance may periodically inspect and survey the alterations and/or additions for compliance with design standards.

B. Alleged Violations

1. All reports of alleged violations of this Resolution must be submitted to the Board of Code Compliance which will inspect to determine whether a violation exists.

2. If it is found that a violation exists, the Board of Code

Compliance shall attempt informally to obtain compliance. If that fails, then the Board of Code Compliance shall inform the alleged offender in writing, via certified mail, return receipt requested, giving the alleged offender at least ten (10) days in which to correct the violation. The Board of Code Compliance may extend in writing the grace period for correcting the violation according to the extent of the work required.

3. If the violation is not corrected, the matter shall be resolved by the Board of Code Compliance, which shall determine the appropriate disposition of the matter.

4. Board of Code Compliance actions may include, at its discretion, any or all of the following:

a. Issuing a Cease and Desist Request

b. Requiring the alleged offender to remove the unacceptable alteration or restore the affected area to its condition before the change, at the cost of the Titleholder.

c. Having the Association correct the violation, with associated expenses charged back to the offending Titleholder of the Property involved.

d. Notifying the Mortgagee of the violation.

5. In all cases, the Titleholder of the Property whose occupants may be involved in a violation of the Governing Documents shall be responsible for the costs of enforcement and cure, including reasonable administrative and legal costs, notwithstanding the Titleholder's right to recover from the lessee.

V. RIGHTS OF DECLARANT

Nothing contained in this Resolution shall be deemed to limit or otherwise affect the rights of the Declarant as set forth in the Founding Documents.

VI. DESIGN GUIDELINES

A. General Review Criteria.

1. Introduction. All applications are evaluated on the basis of the restrictions contained in the Charter, the guidelines contained in this Resolution, the Design Guidelines dated December 8, 1989, modified August 1991, January 1993, March 1993 and January 1994, and on the individual merits of the application. Besides evaluation of the particular design

proposal, this includes consideration of the characteristics of the neighborhood housing type and the individual site, since what may be an acceptable design in one instance may not be for another. Design decisions are not based on personal opinion or taste. Judgements of acceptable design are based on the following criteria:

a. Validity of Concept. All applications are reviewed as to the soundness of the basic idea and appropriateness to surroundings and the character of the community.

b. Design Compatibility. The proposed improvement must be compatible with the architectural characteristics of the applicant's Living Unit. Compatibility includes architectural style, quality of workmanship, similar use of materials, color and construction details. Architectural drawings by project architect may be required at the option of the Harbor Town Cultural Trust.

c. Location and Impact on Neighbors. The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage. The Harbor Town Cultural Trust may require applicant to provide written evidence that all those Titleholders affected by the proposed alteration are aware of such proposed alteration, and may in some cases specify those Titleholders from whom such evidence of awareness is required; the time frame for review shall not commence until such required evidence has been provided.

d. Scale. The size (in three dimensions) of the proposed alteration should relate appropriately to the adjacent structure and its surroundings.

e. Color. Color may be used to soften or intensify visual impact.

f. Materials. Continuity is established by use of the same or compatible materials as were used in the original structure.

g. Workmanship. The quality of workmanship should be equal to or better than that of the surrounding area.

B. Landscaping. Major modifications to previously approved landscape plans shall be submitted for review. Lawn ornaments, including, but not limited to statuary, bird baths, and decorative balls, are subject to review and authorization by the Harbor Town Cultural Trust. Trees, hedges or shrubs that restrict sight lines for vehicular traffic shall be cut back or removed. Proper

maintenance of all border planting is the responsibility of the Titleholder of the Lot.

C. Entry Doors: Storm/Screen Doors, Door Hardware.

Titleholders shall submit applications for installation of storm/screen doors for Routine Administrative Approval, using Application Form "A".

D. Sun Control Devices. Passive solar systems, to either keep out or let in sunlight depending on the time of day and season, are recognized energy savers. Sun control devices include draperies or other window coverings, solar film applied to windows, landscaping, trellises, and awnings. Draperies, legitimate window coverings (which specifically do not include sheets tacked up over windows), and other materials installed from the inside of Living Units do not require application and approval. Exterior shutters, trellises and awnings may be approved upon proper application (Application Form "B") to the Harbor Town Cultural Trust.

E. Patios and Decks. Rear yard patios, ground level decks or extensions thereto may be installed with written application to and approval of the Harbor Town Cultural Trust, provided that they do not adversely affect drainage to adjoining Property or the Town Property, using Application Form "B".

F. Miscellaneous.

1. Attic ventilators will be approved as Routine Approvals, provided that they are located only on the rear roof slope of the building and provided they are painted to match the roof color. Use Application Form "A".

2. Exterior lighting Except for any exterior lighting installed by the Association, all other exterior lighting is subject to a case-by-case review.

EXHIBIT "B"
TO
EQUITY RESOLUTION NO. 6

FORM B. APPLICATION FOR NON-ROUTINE CHANGE

Please mail or deliver to: Property Manager
 Harbor Town Community Association
 726 Island Drive
 Memphis, Tennessee 38103

I. APPLICANT INFORMATION

Titleholder's Name(s): _____
Titleholder's Address: _____

Titleholder's Telephone: (H): _____
 (O): _____

II. EXTERIOR MODIFICATIONS OR ADDITIONS; EXTERIOR ALTERATIONS OR ADDITIONS

If you wish to make an exterior modification or addition (other than any which requires only Routine Administrative Approval), please provide the following as applicable:

- A. Legibly written description of change desired. Give full details (and/or attach exhibits) of the proposed change itself, purpose or reason, type and colors of materials, and location on Property. Use this as your chance to justify your request.
- B. Drawing of proposed change or photograph of other approved change.
- C. Paint/materials/samples as applicable.
- D. Names and address of person or firm who will do the work.
- E. Indication of affected neighboring Titleholders' awareness of proposed change if it affects them.
- F. Time schedule for completing the change.

III. NOTES

1. All proposed improvements must meet local building and zoning codes. Your signature indicates that these standards are met to the best of your knowledge. Application for local building permit is the applicant's responsibility.

2. Alterations to Lots or Living Units or Accessory Buildings made in accordance with these guidelines and procedures shall not violate any of the Governing Documents nor any of the

provisions of Building and Zoning Codes of Shelby County, Tennessee. Further, nothing herein contained shall be construed as a waiver or modification of any restriction.

3. The undersigned understands and agrees that no work on this request shall commence until written approval has been received. A copy of this application shall be returned to the applicant after review.

4. Once all information required has been received by the Harbor Town Community Association, this application usually takes no longer than 45 days for complete review.

5. The Association, Board of Trustees, Town Architect, Harbor Town Cultural Trust and Board of Code Compliance assume no responsibility for any damage to person or property resulting from or related to any change to any Property or Living Unit, whether or not such change has been approved by the Harbor Town Cultural Trust, since the Harbor Town Cultural Trust cannot control quality of workmanship relative to the change or errors or omissions of pertinent information on the application.

Applicant's Signature(s) _____

Titleholders' Signature(s) _____

Date: _____

FOR HARBOR TOWN COMMUNITY ASSOCIATION

Received: _____
Application No. _____

Action:

Approved: _____

Disapproved: _____

Stipulations and conditions:

HARBOR TOWN COMMUNITY ASSOCIATION, INC.
RESOLUTIONS ACTION RECORD

This Resolution, Equity Resolution No. 6 was adopted at a (regular) (special) meeting of the Board of Trustees held on 17 October, 1994, with the Trustees voting as indicated below:

<u>[Signature]</u>	yes <input checked="" type="checkbox"/>	no <input type="checkbox"/>	abstain <input type="checkbox"/>
<u>[Signature]</u>	yes <input checked="" type="checkbox"/>	no <input type="checkbox"/>	abstain <input type="checkbox"/>
<u>[Signature]</u>	yes <input checked="" type="checkbox"/>	no <input type="checkbox"/>	abstain <input type="checkbox"/>
<u>[Signature]</u>	yes <input checked="" type="checkbox"/>	no <input type="checkbox"/>	abstain <input type="checkbox"/>
<u>[Signature]</u>	yes <input checked="" type="checkbox"/>	no <input type="checkbox"/>	abstain <input type="checkbox"/>
<u>[Signature]</u>	yes <input type="checkbox"/>	no <input type="checkbox"/>	abstain <input type="checkbox"/>
<u>[Signature]</u>	yes <input type="checkbox"/>	no <input type="checkbox"/>	abstain <input type="checkbox"/>

ATTEST:

[Signature]
President

Date: 10-17-94

[Signature]
Secretary

Date: 10-17-94

EFFECTIVE DATE OF RESOLUTION: 10/17/94

EXPIRATION DATE: 10/17/97

BOOK OF RESOLUTIONS LOCATION	PAGE
<u>✓</u> Part I - Equity Resolutions	_____
_____ Part II - Administrative Resolutions	_____
_____ Part III - General Resolutions	_____
_____ Part IV - Special Resolutions	_____

HARBOR TOWN COMMUNITY ASSOCIATION, INC.

**EQUITY RESOLUTION NO. 6 - AMENDED
DESIGN REVIEW PROCEDURES AND GUIDELINES
FOR ALTERATIONS & ADDITIONS**

Relating to changes to Dwelling Units and the Property.

GIVEN THAT, The Board of Trustees has the general power to adopt detailed administrative rules and regulations necessary or convenient from time to time to insure compliance with the general guidelines of the Charter, especially in terms of maintaining property values in the Property; and

GIVEN THAT the Board of Trustees deems it necessary and desirable and in the interest of the Association to establish guidelines and procedures for Titleholders wishing to make changes to the Property or their living units;

NOW THEREFORE the Board of Trustees resolves that the following guidelines and procedures be, and hereby are, adopted:

I. GENERAL

- A. Exterior alterations or additions shall be considered upon written application to the Town Manager upon approval by the appropriate governing body.
- B. Certain changes and additions may be prohibited by this Resolution.
- C. All Titleholders are responsible for assuring that changes and additions are made only in accordance with the provisions of the Governing Documents.
- D. Expenses incurred as part of the application process, as a result of compliance with the Equity Resolution, or related to performing the work approved shall be borne by applicant, unless otherwise stated herein, or in the approvals granted.

II. APPLICATION PROCEDURES

A. Requirements for All Applications

- 1. Titleholders wishing to make any of the changes permitted by this Resolution must submit the proper written application with all appropriate sections completed. If a lessee desires to make a change, the application must be submitted by the Titleholder of the Property.
- 2. Each alteration or addition must be specifically approved even though the intended alteration or addition conforms to the Governing Documents, and even

when a similar or substantially identical alteration or addition has been previously approved.

3. Approval of any project does not waive the necessity of obtaining the required governmental permits.
4. The burden rests with applicant to demonstrate the acceptability of the proposal. Applicant may submit with the application any materials such as samples, exhibits, petitions, photographs, experts, statements, etc., that applicant deems necessary.

B. Routine Administrative Approval. Wherever in this Resolution it states that "Administrative approval only is required", the following shall apply:

1. Applicant must file Application Form "A", "Application for Routine Approval".
2. If the proposed alteration or addition conforms exactly to the specifications and conditions contained in the Harbor Town Design Guidelines dated December 8, 1989, and amended thereafter, the Town Manager is authorized to approve the application.
3. Routine Administrative Approval shall apply only as determined by the Harbor Town Board of Trustees.

C. Additional Requirements for Major Changes. Major changes, such as those which result in either an interior structural change or an addition to, extension of, or change in the external configuration of a Living Unit must meet the following requirements as appropriate:

1. Applicant must file Application Form "B", "Application for Non-Routine Change", with the Town Manager.
2. If the change affects common utilities or involves temporary interruption of common utility service, applicant is required to coordinate in advance with the Town Manager.
3. Applicant is responsible for removal of debris generated in the course of the change.
4. No sawing, hammering or other noisy construction activities are permitted except between the hours of 7 a.m. and 7 p.m. on weekdays that are not holidays and 9 a.m. and 6 p.m. on weekends and holidays.
5. For major structural renovations, the following may be required to the extent applicable.

- a. Submission consisting of:
 1. Floor plans and/or architectural drawings.
 2. Tentative construction schedule.
 3. Name(s) of proposed contractor(s) and mechanic(s).
 4. Location of storage site of building materials, etc.
 - b. The Town Manager shall act on the submission and give notice to the applicant within fifteen (15) days.
6. Administrative requirements:
- a. Applicant must inform the Town Manager of date on which construction starts.
 - b. If applicant desires to make changes during construction, a revised application must be submitted to the Town Manager, who shall promptly act upon the revised application.
 - c. Applicant must provide the Town Manager with notice of completion
 - d. Upon completion, the Town Manager may inspect and change, and if satisfied that construction is in compliance with approved plans, issue a Certificate of Compliance.

III. RESULTS OF REVIEW

- A. The applicant shall be informed in writing of the decision.
- B. If a proposal is rejected, the reason(s) for disapproval shall be stated as part of the written decision.
- C. The applicant may request reconsideration by the Town Manager if new or additional information which might clarify the request or demonstrate its acceptability can be provided. Applicant may appeal the Town Manager's decision to the Harbor Town Cultural Trust.
- D. If the application is denied again upon reconsideration by the Harbor Town Cultural Trust, applicant may appeal the decision to the Harbor Town Board of Trustees.

E. Unless applicant has requested and received in writing an extension, all approvals shall expire six months after the date of approval if the item approved has not been started.

F. All costs related to construction, installation and maintenance of any approved alteration or additional shall be the obligation of the Titleholder.

IV. PROCEDURES FOR MONITORING COMPLIANCE

A. Inspection. The Town Manager and/or Town Architect may periodically inspect and survey the alterations and/or additions for compliance with design standards.

B. Alleged Violations.

1. If violations are found to exist, the Town Manager shall attempt informally to obtain compliance. If that fails, then the Town Manager shall inform the alleged offender in writing, via certified mail, return receipt requested, giving the alleged offender at least ten (10) days from receipt of such notice in which to correct the violation.

2. If the violation is not corrected as required by paragraph 1 above, the matter shall be resolved by the Code Compliance Committee determining the appropriate disposition of the matter.

3. Code Compliance Committee actions may include, at its discretion, any or all of the following:

- a. Issuing a Cease and Desist Request.
- b. Requiring the alleged offender to correct the violation.

4. In all cases, the Titleholder of the Property whose occupants may be involved in a violation of the Governing Documents shall be responsible for the costs of enforcement and cure, including reasonable administrative and legal costs.

V. RIGHTS OF DECLARANT

Nothing contained in this Resolution shall be deemed to limit or otherwise affect the rights of the Declarant as set forth in the Founding Documents.

VI. DESIGN GUIDELINES

A. GENERAL REVIEW CRITERIA

1. Introduction. All applications are evaluated on the basis of the restrictions contained in the Charter, the guidelines to this Resolution, the Design Guidelines dated December 8, 1989, and as amended thereafter. Design decisions are not based on personal opinion or taste. However, the following criteria may be considered.

a. Validity of Concept. All applications are reviewed as to the soundness of the basic idea and appropriateness to surrounding and the character of the community.

b. Design Compatibility. The proposed improvement must be compatible with the architectural characteristics of the applicant's Living Unit. Compatibility includes architectural style, quality of workmanship, similar use of materials, color and construction details. Architectural drawings by applicant's architect may be required.

c. Location and Impact on Neighbors. The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood.

B. Patios, Swimming Pools, and Decks. Rear yard patios, in-ground swimming pools, ground level decks or extensions thereto may be installed with written application to and approval of the Town Manager.

C. Miscellaneous

1. Exterior Lighting. Except for any exterior lighting installed by the Association, all other exterior lighting is subject to a case-by-case review.

EXHIBIT "B"
TO
EQUITY RESOLUTION NO.6 - AMENDED

FORM B. APPLICATION FOR NON-ROUTINE CHANGE

Please mail or deliver to : Town Manager
 Harbor Town Community Association
 726 Island Drive
 Memphis, TN 38103

I. APPLICANT INFORMATION

Titleholder's Name(s) : _____

Titleholder's Address : _____

Name of occupant (if different from Titleholder's name): _____

Titleholder's Phone (H) _____

(W) _____

Address of Lot for which application is being made (if other different from Titleholder's) _____

Occupant's Phone (if different from Titleholder's) (H) _____

(W) _____

II. EXTERIOR MODIFICATIONS OR ADDITIONS; EXTERIOR ALTERATIONS OR ADDITIONS

If you wish to make an exterior modification or addition (other than any which requires only Routine Administrative Approval, please provide the following as applicable:

A. Legibly written description of change desired. Give full details (and/or attach exhibits) of the proposed change itself, purpose or reason, type and colors of materials, and location on Property. Use this as your chance to justify your request.

B. Drawing of proposed change or photograph of other approved changed.

C. Name(s) and address(es) of person(s) or firm(s) who will do the work.

D. Tentative schedule for completing the change.

EXHIBIT "B"
TO
EQUITY RESOLUTION NO. 6 - AMENDED
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Applicant's Signature(s) _____

Titleholders' Signature(s) _____

Date _____

FOR HARBOR TOWN COMMUNITY ASSOCIATION USE

Date Received: _____ **Application Number:** _____

Action: **Date Approved :** _____

Date Disapproved: _____

Stipulations & Conditions: _____

