



## CHCA Monument Upgrade Procedure

There has been some confusion regarding the procedures for submitting financial request support to the CHCA Master Association for entrance monument upgrades.

In order to receive approval from the CHCA Master Board a plan must first be submitted to the Master DRC. Once the Master DRC approves the plan the sub association then submits the request to the CHCA Master Board along with three bids to complete the project. The CHCA Master Board will then review the project to be sure it meets the CHCA monument upgrade criteria. Once the CHCA Master Board has reviewed and approved the project, financial support will be awarded for 50% of the lowest bid for the cost of the project up to a maximum of \$1,500.00. Only the cost of upgrades will be supported. **Any maintenance or replacement items in the project will be the responsibility of the sub association.**

If you have any questions regarding this process, please direct them to our management company representative, Northwest Management - Ed Korte @ 544-9209 or Lori Engle 954-7671

CHCA Board Revised August 10, 2010

## CHCA Monument Upgrade Policy

The following will serve as the CHCA guideline approved by the Board at our March 2004 meeting:

1. The CHCA encourages and will support entrance improvements for up to 50 % of the costs
2. Only new plantings, rock work, monuments, lighting and other new materials will be considered for cost reimbursement.
- 3. Maintenance items costs such as painting, replacing dead plants, irrigation, trees, lighting, ground cover rock or DG will not be supported.**
4. Three bids, submitted with requests for support are required.
5. New gates or gate upgrades will be the responsibility of the individual associations and will not be supported by this policy.
6. Only upgrades on Sub Association property will be considered.

Questions regarding this policy should be directed to the CHCA management company, Northwest Management.

CHCA Board March 2004