



# Project Application

## Homeowner proposal for new use of common area and/or reserve funds

This form is the first step for a proposed new use of a common area and/or funds in a development's replacement reserve- maintenance account. Proud Ground has full discretion regarding whether or not to approve a proposal; if a proposal is denied an explanation will be provided in writing.

### Use of a common area:

- It is preferred that 100% of residents in the development vote in favor of a proposed new use of a common area; however, a 2/3 vote may suffice depending on the proposed use. It is strongly recommended that proposal applicants work with their fellow homeowners to achieve 100% support.
- Upon reviewing a proposal Proud Ground will determine whether a proposed use requires support from 100% or 2/3 of homeowners.
- If Proud Ground determines that a proposal will result in additional costs—and, thus, an increase in homeowners' monthly maintenance and/or reserve fee—the applicant will be notified of that amount.
  - Consent from 100% of homeowners is required to increase the monthly maintenance and/or reserve fee due to a homeowner proposal.

*Note: The lease-rider signed by all homeowners gives Proud Ground the right to increase the monthly maintenance-reserve fee if it is determined that there is not enough in the fund balance to fully pay for its intended use.*

### Use of replacement reserve funds

*For proposed use of maintenance and/or reserve funds beyond their currently contracted use:*

- 100% of residents must be in support of the use.
- 100% of homeowners would have to agree to either pay toward the expense (if it's a one-time expense) or to permanently increase the monthly maintenance and/or reserve fee to allow for the increased expense.

### Process

- This form is the required first step for all proposals.
- Only one proposal per form.
- Submit completed forms to [request@proudground.org](mailto:request@proudground.org). Please put "Homeowner Request" in the subject line. You may also mail this to the Proud Ground office, attn: Homeowner Requests.
- Your proposal will be reviewed in the order received; please allow at least three weeks for a response. The response time may take longer if there are many proposals, if this proposal requires research of costs or zoning issues, etc.
- You may be asked to provide more information.

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## Application Details

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Email & phone (an email address is strongly preferred; please let us know if you do not have any internet access)

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Proposal summary (1 sentence) \_\_\_\_\_

Proposal details. Please be very specific. Attach additional sheets if needed for further description, for site plans, etc.

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Homeowner Consent: Full name & address required from all homeowners voting in support of a proposal. Only one person per household may vote and it must be someone included on the title of the home and land lease agreement with Proud Ground.

First & last name	Address	Your signature in this box is your YES vote for the proposal described in this form
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		