

Decora Park Modification Request Process



Background

- In a Home Owners Association subdivision like Decora Park, the subdivision is governed by bylaws and architectural guidelines.
- These bylaws and guidelines ensure that look and feel of the subdivision remains the same over the years.
- Exterior work which requires a permit must be approved by the HOA before the Village will issue a permit

What does and doesn't require a mod request?

DOES:

- Exterior modifications to your house that are more permanent in nature require modification requests. Examples include, but are not limited to:
 - Exterior paint
 - Cement work (patio, walkway, driveway widening)
 - Decks
 - Railings
 - Swimming pools
 - Sheds
 - Fences

DOESN'T:

- Modifications to the interior of your home does not require any HOA approval
- Sod or grass seed on new built houses do not require a mod request because it's already required that you sod or seed within 12 months of ownership
- Minor landscaping like planting flowers, bushes or trees does not require a mod request

OK, so we
need a mod
request – now
what?

- The modification request form is a PDF file hosted on DecoraPark.org: [click here to download the PDF file](#)

The Modification Process is 5 easy steps:

1. Get all relevant quotes from contractors/companies
2. If the modification is governed by Village building codes (shed, decks, fences, etc.) then a Site Survey is required which gives the Board a visual of where the modification is taking place in relation to your house and lot lines
 - a) You can get a Site Survey from the Village: (586) 749-5301
3. Fill out the Modification Request PDF file
4. Include relevant documents (site survey, pictures, etc.)
5. Send the filled out form and documents to board@decorapark.org

What happens next?

- After the Modification Request is submitted, the Board will review and come to a decision.
- If the Board has any questions, we'll reach back out to you for more information. The more information you include with your modification request, the easier/quicker we can review and decide.
- If approved, the Board will forward the modification request back to Lori Almasy at Kramer Triad and she will have the official approval letter mailed to you.

Please plan ahead for Mod Requests:

- Generally speaking, if the Mod Request is detailed and there are no questions, the Board can decide on the mod request within 24 hours to a few days.
- **E-mail is definitely preferred!** If you e-mail the mod request to us, Lori Almasy will be able to e-mail a PDF of your official approval letter directly to you, saving on mail delays.
- If you mail your mod request, it can take at least a full week after the Board approves it for you to receive your official approval letter in the mail.

The image is a collage. The top half features a semi-transparent olive-green overlay with the text 'Thank you' in white. Behind this overlay, a group of five diverse people are seated around a table, engaged in a meeting. The bottom half of the image shows a modern building under construction, with its steel framework and glass panels visible against a bright sky. The overall aesthetic is professional and collaborative.

Thank you