

**-Architectural Control Committee (ACC)  
Instructions for Making Alterations to Your Home/Property-**

**-Compliance-**

What to do when you:

- *Want to make an alteration to home, property, and/or remove trees:*
  1. *Visit the BHL website and click on the link ACC Modification Request Form, that can be found in the Covenants, By-Laws, and ACC Modification Form, and fill it out.*
  2. *Submit the completed forms, along with any project and tree removal plans to All-In-One-Management (AIO), [modifications@allinonemgmt.com](mailto:modifications@allinonemgmt.com).*
  3. *You will receive either an approval/declined letter via email from AIO, giving you further instructions. If you have additional questions regarding the letter, please contact [modifications@allinonemgmt.com](mailto:modifications@allinonemgmt.com). If necessary, the ACC will contact you to schedule an onsite visit to your property/tree removal, prior to start date.*
  4. ***As of January 1, 2022, a fee of \$500.00 will be charged to homeowners who do not obtain ACC approval prior to altering/modifying home and property, including tree removal. This was included in the Design Standards, 2021 Revisions posted online in 2021.***
  
- *Receive a Compliance/Violation letter:*
  1. *Review what the compliance/violation issue is and email AIO/ACC at [violations@allinonemgmt.com](mailto:violations@allinonemgmt.com), if you have additional questions concerning the issue.*
  2. *If you've corrected the issue, please email AIO/ACC at [violations@allinonemgmt.com](mailto:violations@allinonemgmt.com), to let them know when it was corrected. In the email type your name, address, what the issue was, and date it was corrected. **Please do not do nothing!***

Thank you,  
Architecture Control Committee (ACC)/  
Board of Directors