

## Attachment 2: HOA Board Action Notification

Dear \_\_\_\_\_ Unit Owner  
[mailing address]

In a formal meeting of the HOA Board, held on \_\_\_\_\_, your written request for new Work in Unit \_\_\_\_\_, submitted by you to the Board on \_\_\_\_\_, was formally **Approved / Disapproved / Tabled** (circled) by a vote of the Board.

If your request has been "Approved" above, you are reminded that all of the Work must be completed to professional standards and is subject to unannounced inspections by HOA representatives. You are further advised that you should not commence any Work until you have obtained any required Town of Frisco permits. If you make any material changes to the Work plan that you submitted to the Board, you must obtain Board consent for those changes before the changed Work is done.

If your request has been "Disapproved" above, you are advised of the following reasons for disapproval:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

If your request has been "Tabled" above, you are advised that the Board requires the additional information, detail, or changes regarding the Work before it can make a final decision:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Other comment or instructions:

Respectfully,

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Board President