



New Exterior Color Request Policy/Process

Policy/Process Owner: Providence Board of Directors

Mission: The mission of this policy/process is to clearly state the steps that must be taken when a Providence homeowner wishes to request that one or more new colors be added to the approved Providence color wheel.

1. The homeowner wishes to paint the exterior of their home using one or more colors that are not included in the approved Providence color wheel.
2. The homeowner prints one **New Exterior Color Request** form from the Providence Web site under the **Forms** page for each new color requested, i.e., Body, Trim, and Front Door/Shutters or requests copies of the form from our Association Manager.
3. The homeowner provides all the necessary information on the form, attaches a sample of the new color, and mails the original form and sample to the address provided on the form. **NOTE: you must submit one form for each color requested.**
4. At the next scheduled Board of Director's meeting, the Board reviews the request and makes a determination. A decision will not take longer than 60 days.
5. The homeowner is notified and sent a copy of the form including the Board's decision.