

Application for Home Improvement Homeowners Association

Date Received _____ (HOA use)

In an effort to protect, maintain and enhance each homeowner's rights and property value, the HOA requires any homeowner considering improvements to their property which effects their structure or improvements visible either from the street and/or surrounding homes, submit this ***Application for Home Improvements including exterior painting***, to the Architectural Control Committee (ACC) ***PRIOR to initiating any work on the planned improvements***. ***An incomplete application and/or missing information will be returned and will delay the review of your application. NO work relative to this application shall begin until you have received written approval from the ACC.***

Owners Name:	Home Phone:
Address:	Work Phone:
Email Address:	Cell Phone:

What is the nature of the improvement you request? (Example: roof replacement, patio, fence, home addition). Please be as specific as possible and attach additional information if necessary.

Location of improvement (check all applicable areas):

Front of house
 Back of house
 Garage
 Roof
 Visible from Street
 Side of house
 Pool
 Other _____

Please provide the necessary information so we may evaluate your request. We request this application and all related information be e-mailed to our office in PDF format, or mailed, as we must have legible information (color versions of brochures or samples, etc. are requested). To meet approval of the ACC, colors and materials should be those specified in the deed restrictions. A photograph of the modification area will be helpful for decision making.

Please note all materials you will use for the proposed improvement. Specify the paint color, lumber type, shingle type, years of warranty & color, etc. Be as specific as possible.

Paint color(s)	Roof material
Stain color(s)	Roof color
Electrical	Roof Warranty
Brick Type	# of years
Pool	Lumber type
Cement	Fence type
Stone/Rock	Fence height
Exterior Paint	Other

The applicant should provide a drawing and/or sketch of the proposed project. Please include the street, house and lot lines. If the addition is a room addition, patio structure, pool or other structure, provide the contractor's name, phone number and detailed drawings including elevations/blueprints. Attach additional pages if needed.

NOTIFICATION OF NEIGHBORS:

- The Resident Applicant who request to construct any structure or addition that is either attached or separate from their home must notify their neighbors of the proposed structure.
- The Resident Application must contact the neighbors on each side, immediately behind and directly across the street from their residence.
- The Application for Home Improvement must be completed to reflect their knowledge of the project. The approval of the neighbors is not required. Examples include: Garage, Porte Cache, Fireplace with chimney taller than 10 feet, room additions, Modification of roof line, Arbor/Cabana & Play Equipment.
- Projects not specifically stated could require neighbor notification. The ACC will notify homeowner if needed and ask the homeowner resubmit the request after notification of the neighbors has been completed. For projects not specifically listed below, please check the "Other" box and provide a project description.

The following improvements or additions (but not limited to) require notification of neighbors:

- Garage
 Porte Cache
 Room Addition
 Outside Fireplace
 Arbor/Cabana
 Play Equipment
 Other: _____

	<u>Name</u>	<u>Address</u>	<u>Phone Number</u>	<u>Initials *</u>	<u>Date</u>
Right Side	_____	_____	_____	_____	_____
Left Side	_____	_____	_____	_____	_____
Back Left	_____	_____	_____	_____	_____
Back Right	_____	_____	_____	_____	_____
Back Center	_____	_____	_____	_____	_____
Front	_____	_____	_____	_____	_____

** Neighbors initials indicate they do not have adverse issues with this request and/or proposed change(s.)*

ACKNOWLEDGEMENT BY HOMEOWNER:

*I understand the Architectural Control Committee will act upon this request as quickly as possible after receipt. Please allow up to ten (10) days for review/approval. I also understand if needed information is not included, missing or incomplete on this application, the ACC has the right to return the application to the applicant to provide that information. **I AGREE NOT TO BEGIN ANY OF THE PROPOSED IMPROVEMENT(S) UNTIL I HAVE BEEN NOTIFIED OF THE ACC'S DECISION AND HAVE RECEIVED WRITTEN APPROVAL TO PROCEED.***

Estimated start date: Estimated completion date:

Homeowner's signature

Date of request: _____

CONTACT INFORMATION

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