

Property Improvement Request Form

Homeowner(s) Full Name: _____

Contact Email(s): _____

Contact Phone Number(s): _____

Property Address: _____

Lot Number: _____

Change Request Details:

1. Nature of Change:

Modification or change to exterior features (e.g., siding, roofing, windows, deck, lighting, signage)

Changes to landscaping elements (e.g., retaining wall, patio, hardscapes)

Alterations to outdoor structures (e.g., decks, fences, sheds)

Addition or change of footprint of home

Other (please specify):

2. Reason for Change:

Briefly explain the proposed modification:

3. Project Timeline:

Up to 30 days

31-60 days

61-120 days

Other time frame: _____

4. Plans and Documentation

Plans or drawings of the project to scale

Specifications of the project including Photos/renderings of materials/colors

Other relevant documentation related to the proposed change

Drainage plans if necessary

Board Approval Required

Declaration:

I, the undersigned homeowner, hereby confirm that all information provided in this submission form is accurate and complete. I understand that and agree to comply with the HOA's Design Review Committee guidelines and requirements, CCR's and any other applicable governing documents.

I also give full consent for DRC member(s) or member(s) of the Board of Directors to enter the property at _____ for periodic inspections of the project up to completion. DRC to give minimum 48 hours notice for entrance.

The DRC has permission to contact the contractor if the homeowner is not available: **Yes** **No**

Name and contact details of Contractor (required):

Homeowner's Signature: _____ Date: _____

Homeowner's Signature: _____ Date: _____

This form is to be completed and submitted to the HOA's Design Review Committee for the review and approval process. Only full project packets will be reviewed. If there are any missing items, the approval will be placed on hold until the missing items are submitted, and a full packet is in place with the DRC. Please keep timelines in mind and there will be no expedited reviews of new construction projects.

DRC Signature: _____ Date: _____

Date reviewed and approved by HON BOD (if applicable): _____