

Architectural / Exterior Change Review Request

Owner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Description: (Include materials, colors, and measurements)

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Contractor Information

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Anticipated Dates of Construction: \_\_\_\_\_

**Attach plot map of lot showing where project will be.**

Homeowner Agreement with terms:

- If my request is approved, I understand and agree that:
- All expenses and fees related to the project plus all future maintenance and repair expenses of the exterior / architectural change are my responsibility.
- It is my responsibility to notify any new owner of this agreement as part of the sale contract.
- The Homeowner's Association has the right to revoke approval should I fail to properly install or maintain the change(s).
- It is my responsibility to obtain any permits.
- It is my responsibility to understand where my property lines are located.
- It is my responsibility to contact 811 to mark utilities.
- It is my responsibility to request a certificate of insurance from my contractor.
- All work will be completed in a workmanlike manner and the end product will be consistence with other homes and lots within the HOA community.
- No improvements shall effect any drainage on the lot or neighboring lots.
- The HOA has no responsibility to any structural component of the improvement.
- Homeowner will indemnify and hold HOA and contractors of the HOA harmless from any and all liabilities arising from improvement.

By signing this agreement, I (we) agree to follow all of the above listed guidelines and understand I (we) are responsible for any and all expenses involved.

Homeowner(s) Signature(s) \_\_\_\_\_

Date: \_\_\_\_\_

Do not write below this line / For office use.

Board of Directors: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Notification sent to Member via \_\_\_\_\_ Email or \_\_\_\_\_ Mailed Letter

Date: \_\_\_\_\_