



# CARROLLWOOD RESERVE HOMEOWNERS ASSOCIATION

## REQUEST FOR HOME IMPROVEMENT

In an effort to protect each individual homeowner's rights as well as those of the homeowners collectively, it is a requirement of the Association that any homeowner, or group of homeowners, considering improvements to, or alteration of the appearance of, their real property submit this form to the Board of Directors/Architectural Control Committee. The request must be submitted on this form **PRIOR** to the commencement of work. Improvements requiring prior approval include but not limited to repainting, roof replacements, landscaping, patio covers, trees, and fences.

The Association reserves the right to require any homeowner to remove any architectural change made without prior approval and/or in violation of the Declaration of Covenants, Conditions and Restrictions. The Association also reserves all rights under law to enforce said Covenants, Conditions and Restrictions.

**Please submit Two (2) Copies of your completed request to:**

- Frank Tyler, 12811 Birmingham Street

Copies of this form may be obtained from [www.CarrollwoodReserve.org](http://www.CarrollwoodReserve.org) or members of the Architectural Review Committee Frank Tyler, Lois Kostroski , Rene Valdes

Property Owners Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Brief Description of the Improvements You Propose:**


(Please attach a sketch of proposed improvements for landscaping, additions, outbuildings, and fences on a site survey or plot plan.)

## REQUEST FOR HOME IMPROVEMENT

Who will perform the proposed work?

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Location of improvements (check applicable areas)

☐  
☐  
☐  
☐

Front of house  
Back of house  
Side of house  
Other: \_\_\_\_\_

☐  
☐  
☐

Roof  
Front yard  
Patio

Materials required for proposed improvements will include the following:

*(Please check where appropriate and describe Paint Color & provide sample.)*

<input type="checkbox"/>	Paint/Stain Body		<input type="checkbox"/>	Garage door match's Body
<input type="checkbox"/>	Paint/Stain Trim		<input type="checkbox"/>	Garage door match's Trim
<input type="checkbox"/>	Lumber / Type (s)			
<input type="checkbox"/>	Brick / Type (s)			
<input type="checkbox"/>	Screen / Type (s)			
<input type="checkbox"/>	Concrete			
<input type="checkbox"/>	Plumbing			
<input type="checkbox"/>	Electrical			
<input type="checkbox"/>	Fencing			
<input type="checkbox"/>	Stone / Rock			
<input type="checkbox"/>	Roof/Shingles			
<input type="checkbox"/>	Other i.e. Front Door			

The members of the Architectural Review Committee and the Vice President of the Board of Directors have a book of recommended color selections for Carrollwood Reserve. Please request this book if your improvements include exterior painting.

I understand that the Board of Directors/Architectural Review Committee will act upon this request as quickly as possible and will contact me in writing regarding their decision of this request **within 14 days**. I agree not to begin work on the improvements until I have notified in writing of the decision of the Board/Committee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Signatory

.....  
Board/Architectural Review Committee: ☐ approves this request ☐ disapproves this request

Dated: \_\_\_\_\_ By: \_\_\_\_\_ Position: \_\_\_\_\_

Comments: \_\_\_\_\_

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ARC Use Only

Architectural Review Committee: ☐ approves this request ☐ disapproves this request

Dated: \_\_\_\_\_ By: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Architectural Review Committee: ☐ approves this request ☐ disapproves this request

Dated: \_\_\_\_\_ By: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Architectural Review Committee: ☐ approves this request ☐ disapproves this request

Dated: \_\_\_\_\_ By: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Architectural Review Committee: ☐ approves this request ☐ disapproves this request

Dated: \_\_\_\_\_ By: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_