



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 not limited to: repainting, 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 your completed request to:

- Steve Renner, 6006 Williamsburg Way, or
- Rene Valdes, 6005 Williamsburg Way, or
- Frank Tyler, 12811 Birmingham Street, or
- Stacey Johnston, 6003 Williamsburg Way

Copies of this form may be obtained from any of the above Directors.

Property Owners Name: _____

Street Address: _____

Home Phone: _____ Daytime Phone: (____) _____ - _____

Legal Description of Property: _____

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?

Location of improvements (check applicable areas)

- | | |
|--|---|
| <input type="checkbox"/> Front of house
<input type="checkbox"/> Back of house
<input type="checkbox"/> Side of house
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Roof
<input type="checkbox"/> Front yard
<input type="checkbox"/> 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"/>	Paint/Stain 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 understand that the Board of Directors/Architectural Control Committee will act upon this request as quickly as possible and will contact me in writing regarding their approval or disapproval of this request **within 30 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 Control Committee: approves this request disapproves this request

On this date: _____ By: _____ Position: _____