Please fill out all lines and submit back to HOA Board Members

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| --- | --- | --- | --- | --- | --- |
| Owners Name: |  | | | | |
| Address: |  | | | | |
| Phone Number: |  | | | | |
| Email Address: |  | | | | |
| Date Submitted: |  | | | | |
| Estimated Date of Completion: |  | | | | |
| Project Accomplished by Contractor: | | Yes |  | No |  |

Describe the type of project: **PLEASE GIVE AS MUCH DETAIL AS POSSIBLE, SUCH AS COLOR SAMPLES/NAME/BRAND/MATERIALS ETC.** \*IF adding a new structure such as a fence/shed/etc., please use the attached grid page to draw your home and where you plan to place the structure in relation to your house.

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**I understand that under the declaration and the rules and regulations the HOA board will act on this request and provide me with a written response on their decision. I further understand and agree to the following provisions:**

1. No work or commitment of work will be made by me until I have received written approval from the HOA board.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other homeowners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws; codes; regulations and requirements in connection with this work. I understand and agree that the homeowner’s association, its board of directors and the committee have no responsibility with respect to such compliance and that the board of directors or its designated committee’s approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or government requirement.

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| **Homeowner Signature:** |  |

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HOA Board Members Comments:

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| Committee Approval |  | | Yes |  | No |  | With Conditions Listed Above (or attached) | | |
| HOA Board Signature: | |  | | | | | | Date: |  |
| HOA Board Signature: | |  | | | | | | Date: |  |