

Lakewood Ridge Townhomes Association, Inc.

Submit completed form to the PROPERTY MANAGEMENT COMPANY.

ALL REQUESTS MUST BE SUBMITTED IN DUPLICATE

When requesting approval for multiple alterations, each alteration must be submitted (in duplicate) on a separate request form. An **application fee of \$25.00** (via check payable to Lakewood Ridge Townhomes Association) must be submitted for **each** request. You will be notified of your committee's determination on your request within 45 days of its receipt of this application. ****Please be advised that prior to making any improvements to any Lot, the owner of the Lot must be current in all assessments and charges due to the Association.**

The undersigned owner seeks approval of the following addition or alteration:

Narrative description of alteration (*attach separate sheet(s) as necessary*): _____

To be processed, this request and all supporting documentation must be mailed **in duplicate** to the Association using the address listed above. Supporting documentation must be as follows:

- **LOT SURVEY INDICATING EXACTLY WHERE ALTERATION WILL OCCUR ON THE LOT**
- **PICTURES AND/OR DETAILED DESCRIPTIONS OF MATERIALS TO BE USED** (i.e., type of materials, colors, styles, sizes, dimensions, etc. – see page 2 of this form)
- **COPY OF CONTRACTOR'S SPECIFICATION SHEET** (if work is being contracted)
- **OTHER PERTINENT INFORMATION AS MAY BE NECESSARY**

<< INCOMPLETE REQUESTS CANNOT BE PROCESSED AND WILL BE REJECTED AND RETURNED TO OWNER >>

While Lakewood Ridge Townhomes Association, Inc. (the "Association") may grant approval for the requested alteration, the homeowner alone is responsible for seeking the required county/city permit(s). Most alterations require permit(s) from one or more county/city departments. The obligation to determine whether the requested improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance is strictly the responsibility of the homeowner and not the Association. Additionally, it is understood and agreed that the Association as well as Property Management Company, are not required to take any action to repair, replace or maintain any such approved change, alteration or addition, or any structure or any other property. The homeowner and its' assigns assume all responsibility and cost for any addition or change, and its future upkeep and maintenance.

I understand that the Association will contact me in writing regarding their approval or disapproval of this request. I **agree not to commence any alteration(s) until I have received written approval from the Association.** If an alteration I perform is found NOT to be in compliance with community standards, I will return the property to its original, pre-alteration condition within thirty (30) days of written notification to do so.

NAME: _____ PROPERTY ADDRESS: _____
HOME PHONE: _____ WORK PHONE: _____
MAILING ADDRESS (if different from above): _____
HOMEOWNER SIGNATURE: _____ REQUEST DATE: _____

FOR ASSOCIATION USE ONLY DATE REVIEWED: ____/____/____
APPROVED _____ STIPULATION(S): _____
NOT APPROVED _____ REASON(S): _____

AUTHORIZED SIGNATURE AUTHORIZED SIGNATURE
IF NOT STARTED by ____/____/____ and COMPLETED by ____/____/____ APPROVAL IS NULL AND VOID.

Lakewood Ridge Townhomes Association, Inc.

Architectural Change Request (continued)

Who will perform the required work: _____

Estimated Start Date: ____/____/____

Estimated Completion Date: ____/____/____

Other: _____



Materials required for proposed alteration(s) will include the following (Please check where appropriate and describe):

_____ Roof _____

(Roof - continued) _____

_____ Larson Storm Door _____

_____ 6 ft White Vinyl Fence _____

_____ Black Screen/White Aluminum _____

_____ White Aluminum Seamless Gutter _____

_____ Old Castle Edging (white/tan) _____

_____ Pavers _____

_____ Landscaping _____

_____ Other _____

NOTE: Please be sure to **ATTACH** all of the following that apply to your project: (1) a copy of the **contractor's specification sheet** showing types, colors, styles, and size/dimensions of materials to be used, (2) **either** a manufacturer's brochure **or** photo illustrating the details of materials you wish to use, (3) a **LOT SURVEY** with your proposed alteration sketched on it showing exactly where your alteration will lie on your property

Please PRINT any comments you wish your committee to consider when reviewing this request here:

