

FORM FOR REQUEST FOR IMPROVEMENT/MODIFICATION REVIEW

Note: This form must be completed and returned PRIOR to commencing any work. Incomplete Forms will be returned. Documentation submitted for review becomes the property of Woodland Brook Homeowners Association.

Name: _____ Date: _____
Address: _____ Home Phone: _____
City/State/Zip: _____ Office Phone: _____

Please provide the ACC with all the information necessary to evaluate your request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including dimensions), color chips (if applicable), detailed description of the request, list of materials, pictures, brochures (if applicable), and any other information as specifically required by the *Community Design Standard Guidelines* for Woodland Brook.

I understand and agree that no work on this request shall commence until written approval of the Woodland Brook ACC has been received by me. I represent and warrant that the requested improvements and/or modifications strictly conform to the *Community Design Standard Guidelines* and that these changes shall be made in strict conformance to those guidelines. I understand that I am responsible for all city, county, and state regulations.

Neither Woodland Brook Homeowners Association, the Association Board of Directors, the ACC nor their respective members, officers, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, or negligence arising out of any action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance

and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Homeowner's Signature _____ **Date:** _____

Homeowner's Signature _____ Date: _____
(all owners must sign)

The ACC has 30 days from the date of submission to respond to this request.

FOR ACC USE ONLY:

Date Received: _____ Approved _____ By (ACC/Date) _____
____ Denied* _____

This approval is valid until _____ . If the project has not been completed by this date, the homeowner must resubmit the request.

*The following information is need before your request can be approved:

Final Inspection Date: _____ By: (ACC) _____

Approved
Rejected*

*If rejected, please attach separate sheet explaining reason, corrective action required, and completion date.