WELLESLEY PLACE HOMEOWNER'S ASSOCIATION
ARCHITECTURAL REQUEST APPROVAL FORM

In accordance with the recorded Covenants and Restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any Lot owner who is considering any exterior alterations or improvements (including, but not limited to fence, deck, pool, playhouse, exterior painting), submit this form to the Board of Directors **prior** to initiating work on the planned improvement.

If any change is made without prior approval, the Board has the right to tell the homeowner to remove the improvement from his/her property at the homeowner's expense. Any homeowner considering any exterior alteration to his property is urged to review the recorded deed restrictions prior to initial request. It will also be very helpful to review Article IV of the Declarations of Covenants and Restrictions.

Homeowner's Name: _____

Address: _____

Home Phone: _____ **Work Phone:** _____

Information and Attachments Required to Process Application:

1. Site Plan showing the shape and size of proposed structure and its location on the Lot.
2. Provide a picture, scaled drawing or manufacturer's literature indicating overall size (length, width and height).
3. Include material type to be used and color (if applicable).

Type of Alteration or Improvement:

- ☐ Building Addition or Exterior Modification
- ☐ Deck
- ☐ Exterior Painting
- ☐ Exterior Lighting
- ☐ Fence
- ☐ Hot Tub
- ☐ Landscaping (not required for seasonal plantings)
- ☐ Play Equipment
- ☐ Swimming Pool
- ☐ Other

Description of proposed alteration: _____

_____

_____

_____

_____

Proposed Start Date: _____ Proposed Completion Date: _____

Will work be performed by a professional? ❑ Yes ❑ No

If yes, state company name: _____

I understand that the Board of Directors will act on this request within thirty (30) days of receipt and contact me in writing regarding their decision**. I agree not to begin property improvements without written approval from the Board of Directors.** I understand that all construction will meet with County or other codes and that the Board approval does not override such codes.

_____ _____

Homeowner Signature Date

APPROVED BY:

_____ _____ _____ _____

President Date Vice-President Date

_____ _____ _____ _____

Secretary Date Treasurer Date