



## ARC Property Modification Request

If you wish to make a modification or addition to your property that results in a change to the external appearance of your unit, please complete this form and submit it to the LedgeWood Hills Property Manager for approval, at least 60 days before beginning any work. You may send it by Email or print it and place in the Clubhouse mailbox.

The ARC reviews requests from unit owners for modifications to their property which may change the external appearance from that originally designed and constructed. Please check the website for specifications on commonly requested projects: [www.ledgewoodhills.net/arc](http://www.ledgewoodhills.net/arc)

Owners are asked to read page 10 of the LedgeWood Hills Rules and Regulations (on our website under the Legal Documents tab), to understand the timing of requests. The ARC will process owner requests following this timing, but will review all requests in a timely manner to benefit owners.

Owner(s) Name:

Address:

Phone:

Email:

Please describe the requested change or addition to the external appearance of your property – *be specific*:

ARC Approval: YES

NO

Date:

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*Owner: Please complete this section for review by the Property Manager*

Beginning date of project:

Contractor name:

Contractor Phone:

Contractor's certificate of insurance:

YES

NO

Does project require a permit to be pulled?

YES

NO

Will your contractor use a dumpster?

YES

NO

If yes, where will the dumpster be located?

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*This section to be completed by the Property Manager*

Approved by:

Date:

Owner notification date:

Comments: