



GREEN SPRINGS PATIO HOMES HOA Architectural Request Form

**Additional second form required for fence requests*

*Our goal is to ensure all owners are in accordance with the Covenants and By-laws in order to protect each individual owner's rights and values. It is required that any owner who is considering improvement of their deeded property to include, but not limited to: painting, roofing, outside buildings, fencing, room additions, siding, etc. must submit a request. **Approval must be obtained from the Board prior to starting work on the planned improvements.***

FAILURE TO SUBMIT THE REQUESTED INFORMATION AND/OR ATTACHMENTS PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR CHANGES.

If any change is made without written approval, the Board has the right to require the homeowner to remove the improvement from the property, restore the property to its original condition at the homeowner's expense, and/or be fined. Homeowners considering exterior improvements to their property are urged to review the Covenants and By-laws, which are available online at www.islandgreengreensprings.com, prior to their request.

Homeowner(s): _____ **Date:** _____

Street Address: _____ **Phone:** _____

Email Address: _____

Briefly describe the improvements that you propose:

Location of the improvement

- | | | |
|--|---|---|
| <input type="checkbox"/> Front of Dwelling | <input type="checkbox"/> Back of Dwelling | <input type="checkbox"/> Side of Dwelling |
| <input type="checkbox"/> Roof of Dwelling | <input type="checkbox"/> Garage | <input type="checkbox"/> Gutters |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Other (Describe) | |

Material to be used (Check all that apply) *Requires color sample

- ☐ Siding: Wood / Synthetic / Vinyl (*circle*) *Color: _____
- ☐ Glass
- ☐ Brick / Cement / Stucco (*circle*) *Color: _____

☐ Paint / Stain (circle) *Color: _____

☐ Fence: Style - Privacy / Picket / Shadowbox (circle)

***A completed Fence Request Form MUST be submitted along with this application**

*I understand that the HOA Board of Directors will review this request at the next scheduled meeting and a response can take **up to 45 days** after receipt before contacting me regarding their decision. I agree not to begin property improvement without written approval from the Board. I understand if this project extends 30 days past the estimated completion date, a new form must be completed and submitted for review. I understand that all construction must meet county codes and Green Springs Patio Homes regulations. I further understand that any work completed outside code or regulation will result in my financial and legal responsibility.*

Homeowner: _____
Signature _____ Print _____ Date _____

Co-Owner: _____
Signature _____ Print _____ Date _____

Proposed Start Date _____ Estimated Completion Date _____ Person/Company Performing Improvements _____

Depending on your project, additional information may be requested or required before approval is granted. To expedite the process of your application, please attach any pertinent documents, color samples, etc.

Please mark any additional information that you've included with your application.

☐ Up-to-date certified survey from a Licensed Land Surveyor

☐ Sample of materials: ie. paint, stain, siding, shingles, etc. Please specify:

☐ Site drawing including property lines, structures and improvement location, including dimensions and design

☐ Other. Please specify:

For Board use only

Member: _____ Date: _____ Y / N	Member: _____ Date: _____ Y / N
Member: _____ Date: _____ Y / N	Member: _____ Date: _____ Y / N
Member: _____ Date: _____ Y / N	Member: _____ Date: _____ Y / N
Member: _____ Date: _____ Y / N	Member: _____ Date: _____ Y / N
Project Completed - Reviewed by _____ Date _____	

Please complete and return this form to the HOA mailbox on the garage at 500 Gleneagles Drive. Request forms are reviewed by the Board at the next scheduled HOA Board meeting.

