

Architectural Request Change Form

Hidden Springs Townhomes HOA, Inc.

Date Submitted: _____

Work May Not Begin Until Proper Approval Is Given

Homeowner: _____
Address: _____
Phone No: _____
Email: _____

Step 1

Description of Architectural Change

_____ Desired Start Date
_____ Project Timeline/End Date

Step 2

Detailed Information

Please include architectural drawings, sketches, pictures, contractor specifications, site plans, list of materials, etc. that is applicable to your project. () Copies Attached
Fence must have measurements of fenced area

Step 3

Acknowledgement of Adjacent Homeowners

(all homeowner sharing a common boundary line): This acknowledgement will be considered by the ACC but will not be binding upon the ACC. No application will be considered unless this section is complete. () Signatures Below
Signature area at bottom of this form

Step 4

Send for Approval

Please send your form in with all required documents & signatures. You can drop the form off at the Clubhouse or email to: coordinator@hiddenspringstownhomes.com
Please allow appropriate time for approval. Some may take up to 30 days depending on the project proposing.

*Signing the form does not mean that you, the adjacent homeowner, likes, dislikes, agrees or disagrees to the project.
Signing this form is just acknowledgement that you have been made aware, and that the board will consider the project.
(If installing a fence please confirm with adjacent homeowner if it is acceptable to attach to their fence)*

Signature
Name: _____ Unit# _____

Signature
Name: _____ Unit# _____

Approved By: _____ Date _____