

**The Woods Homeowner's Association
Project Review Committee (PRC)
Improvement Request Form**

As provided in the recorded covenants, conditions and restrictions of the Woods Homeowner's Association, and in order to protect each individual owner's rights and values, it is required that any owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, receive prior approval from the Board of Directors. On behalf of the board, the Project Review Committee (PRC) will take on this responsibility. *To request approval for a proposed improvement, please submit the following:*

- 1) A completed Improvement Request Form
- 2) Complete and detailed building plans, material listing and specifications (construction only)
- 3) A property site/plot plan showing the location of the proposed improvement

Failure to submit the requested attachments (Items 1, 2 and 3 above) prior to construction may result in denial of your request for improvement. If any change is made without approval, the Woods HOA Board of Directors has the right to tell the homeowner to remove the improvement from his property. Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request.

Please print the following information:

Owner Name _____ Address _____
Home Phone _____ Work/Cell Phone _____

Briefly describe the improvement that you propose- if necessary feel free to attach another sheet of paper.

Who will do the actual work on this improvement? (If a contractor, please provide the name, address and phone number of the contractor.)

Location of improvement: (check all actual areas that apply)

___ Front of dwelling ___ Back of dwelling ___ Side of dwelling ___ Roof of dwelling
___ Garage ___ Patio ___ Other (describe) _____

Material to be used for the improvement (check applicable items):

___ Brick – color _____ ___ cement ___ stucco
___ Wood – color _____ ___ Paint – color _____
___ Stain – color _____ Other: (explain) _____

I understand the PRC will act on this request within 14 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the PRC. I understand that all construction will meet with City codes and that the PRC approvals do not override the City codes, but rather, are intended to work with them. A homeowner who objects to the PRC ruling may appeal directly to the Board in writing or by contacting any Board member directly. (See Appendix B - Bylaws - Article 11)

Homeowner signature Date

Expected start date Estimated completion date

PRC Member/ Initials Approved or Disapproved (If disapproved, explain reason on back)