



HOME IMPROVEMENT APPROVAL REQUEST

This form must accompany all requests

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Lot No. \_\_\_\_\_

Phone No: \_\_\_\_\_

Pursuant to Section 8(a) of the Greycliff Recorded Indentures. For approval, all submissions must include the following information:

- ☐ Type of material being used, (decks, additions, and fences)
- ☐ Actual drawing of the item
- ☐ Plot plan showing the location of the proposed submission in relation to the home
- ☐ Accurate description of work to be performed (pictures and drawings are helpful)

1. Please read your indentures prior to submitting the request. This precaution will save time and expense.
2. Trustees only approve based on style, size and location of requested additions. If there are any questions, the indentures will be used as the determining guide, except in the case of Architectural Control Committees, whose determination will be final.
3. Under no circumstances does the Trustee's approval indicate full authorization. Homeowners also need to get the necessary governmental (city and/or county planning and building commissions) authorization for all planned work. Once received, you should email a copy of authorization/permit to [cbrown@rcirealty.com](mailto:cbrown@rcirealty.com).
4. If you proceed with work without getting all necessary approvals, you may be subject to legal proceedings as well as having to remove any unauthorized improvements.
5. Allow 4 weeks for review and processing.

\_\_\_\_\_  
Homeowner's Signature

All requests should be emailed or mailed to:

Greycliff HOA/ACC Request  
c/o Charles Brown  
3630 Grandel Square  
St. Louis, MO 63108  
[cbrown@rcirealty.com](mailto:cbrown@rcirealty.com)

For questions or concerns contact Charles Brown via email or call 314-454-0800.

This request is:

- ☐ Approved
- ☐ Denied for the following reason(s)

\_\_\_\_\_  
Signed on Behalf of the Board of Trustees for the Greycliff Subdivision