

# \*\*\* Garden Grove Approval Request Form \*\*\*

**Rules State:**

Additions, Modifications and Alterations to Common, Limited Common areas require HOA Board Approval prior to doing the work. To save the expense of having to remove or rework your project, remember to get written authorization prior to starting your project.

**Submit Request to:** Port Gardner Property Management - Attn: Tom Gish Jr.

PO Box 1007 Everett WA 98206

Fax 425-303-0257

Email [tgish@portgardnermgmt.com](mailto:tgish@portgardnermgmt.com)

**Areas Requiring Written Approval Before Beginning Your Project Are As Follows:**

If you are not sure if you need approval, email Tom Gish at Port Gardner Property Management and he will clarify.

- **Satellite Dish:** Contact Tom Gish for install and un-install instructions.
- **Landscaping:** Landscaping your front, side & back yard requires HOA Board Approval. (Note: Back yards are Limited Common Areas). Potted plants do not require approval however, potted plants on decks must be on a stand or a platform designed for pots so the pot does not come in contact with the elastomeric decking or wood decks. (Pots containing dead plants are not allowed. Unused pots must be removed from common area view).
- **Additions:** Adding fencing, brickwork, lighting and/or other additions require HOA Board Approval.
- **Doors:** Storm/Security/Glass doors/front door require HOA Board Approval prior to purchase and install.
- **Air Conditioners:** All Air Conditioning Units require HOA Board Approval prior to purchase and install.

**Name** \_\_\_\_\_ **Bldg #** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**Phone Numbers:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

**Description: Attach Pictures/Plans/Drawings if needed:**

(Landscape, fencing, lighting, exterior additions, modifications etc.)

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**Specifications/Vendors Name(s) Licensed/Bonded: Attach Pictures/Plans/Drawings if needed:**

(Size, location, materials used, dimension, design, color, scheme, etc.)

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**DATE:** \_\_\_\_\_ **APPROVED:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**Comments:** \_\_\_\_\_