

Westbrooke Place Architectural Change Request

Please complete the below and send an electronic copy of this form and supporting documents to the Westbrooke Place HOA Architectural Control Committee ("ACC") at acc@westbrookeplacehoa.com

Owner: _____

Address: _____

Contact telephone number: _____

Email: _____

Estimated project start date: _____ Estimated project completion date: _____

Contractor's name: _____

Contractor's telephone number: _____

Description of work: (if it applies, please attach any drawings, measurements, paint samples, placement on property, materials to be used, etc.)

Please read and initial the below:

____ Owner confirms that it has reviewed and agrees to comply with the Declaration of Covenants that govern Westbrooke Place that are applicable to the work.

____ Owner understands and agrees that no work may begin until a complete submission (along with additional information requested by the ACC) has been approved. Should work begin prior to approval, Homeowner may be subject to one or more fines.

____ Owner agrees to supply its contractor(s) in advance with a copy of the Westbrooke Place "Rules for Contractors" found on the Westbrooke Place HOA website (www.westbrookeplacehoa.com) and require it contractor(s) to comply with such rules.

____ Owner is responsible for any damage to property (including HOA owned or maintained property) caused by Homeowner or its contractors and to repair or restore the same at Homeowner's expense to original condition.

____ The ACC agrees to provide Owner with a written decision regarding this application within 30 days of a complete submission.

____ Owner acknowledges and agrees that the ACC may observe the work to assure that Declarations and approved plans are followed. Should the nature, scope or duration of Homeowner's approved plans change in a significant and material respect, it must notify the ACC and obtain additional ACC approval for a revised plan.

____ Approval by the ACC does not imply approval by any state, county, or city government.

____ ACC approvals are valid for 120 days. Should the work not begin within 120 days, a new ACC approval will be needed.

Submitted by:

Approved by:

Owner: _____
(Signature)

ACC Chair: _____
(Signature)

(Printed Name)

(Printed Name)

Date: _____

Date: _____

As a courtesy to your neighbors, the HOA board recommends you inform them of the impending work, take into consideration how your work will impact them, and take all reasonable steps to minimize that impact.

***If paint color is involved, please drop off ACC form and paint chip color to the current ACC chair.**