



Homeowners' Association

## Improvement Request Form

In accordance with the Conditions, Covenants and Restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner who is considering improvement of their deeded property to include, but not be limited to patio covers, decks, outside buildings, pools, fencing, building add-ons, etc., submit the following request to the Architectural Control Committee of Rose Creek Estates Home Owners' Association **prior to initiating work on the planned improvements:**

**FAILURE TO SUBMIT THE REQUESTED ATTACHEMENTS PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. *If any change is made without approval, the committee has the right to tell the homeowner to remove the improvement from their property. Any homeowner considering any exterior improvement to their property is urged to review the CCR's.***

Homeowner Name: \_\_\_\_\_

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

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

Home Phone#: \_\_\_\_\_ Other Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Briefly describe the improvement: \_\_\_\_\_

Who will do the actual work on this improvement? \_\_\_\_\_

Location of improvements:

☐ Front of dwelling    ☐ Back of dwelling    ☐ Side of dwelling    ☐ roof of dwelling

☐ Garage    ☐ Patio    ☐ Other \_\_\_\_\_

Material to be used for the improvement:

\_\_\_\_\_ Brick-Color \_\_\_\_\_ Stain-Color \_\_\_\_\_ Paint-Color \_\_\_\_\_

\_\_\_\_\_ Wood-Color \_\_\_\_\_ Siding-Color \_\_\_\_\_ Cement \_\_\_\_\_

\_\_\_\_\_ Electric \_\_\_\_\_ Glass \_\_\_\_\_ Other (explain) \_\_\_\_\_

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I understand that the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction will meet with County codes and that the Architectural Control Committee approvals do not override the County codes but rather, are intended to work with them.

\_\_\_\_\_  
Approximate Start Date

\_\_\_\_\_  
Approximate Completion date

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

### HOMEOWNER USE: The following must be included for your improvement to be considered:

- ☐ Completed Improvement Request Form      ☐ Two copies of building plans if applicable
- ☐ Two copies of the survey site/plot with location marked on plan

### Type of improvement(s)

Patio	_____	Pool	_____
Deck	_____	Patio Cover	_____
Fencing	_____	Driveway	_____
Secondary Building	_____	Major Landscaping	_____
Other	_____		



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### ACC USE ONLY

Date Plans Received: \_\_\_\_\_ By: \_\_\_\_\_ Control Number: \_\_\_\_\_

Conditional Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Disapproved for the following reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
ACC Member \_\_\_\_\_  
Date \_\_\_\_\_ ☐ Approved ☐ Disapproved ☐ Conditionally Approved

\_\_\_\_\_  
ACC Member \_\_\_\_\_  
Date \_\_\_\_\_ ☐ Approved ☐ Disapproved ☐ Conditionally Approved

\_\_\_\_\_  
ACC Member \_\_\_\_\_  
Date \_\_\_\_\_ ☐ Approved ☐ Disapproved ☐ Conditionally Approved

\_\_\_\_\_  
ACC Member \_\_\_\_\_  
Date \_\_\_\_\_ ☐ Approved ☐ Disapproved ☐ Conditionally Approved

\_\_\_\_\_  
ACC Member \_\_\_\_\_  
Date \_\_\_\_\_ ☐ Approved ☐ Disapproved ☐ Conditionally Approved