

# **Solamere Homeowners Association Architectural Request Form**

Solamere Homeowners Association Date Submitted: _____ Name _____ Address: _____ Phone (Cell) _____ (Home) _____ Per the governing documents of the Association, all exterior changes must be pre-approved by the Board of Directors. No work may be commenced until the homeowner receives final approval in writing. The Board reserves the right to inspect the modification after the work is completed to ensure it was completed as approved. Multiple modifications require separate forms. Please consult the governing documents of the Association to see if the request for modification complies with the documents.
<b>TYPE OF MODIFICATION:</b>
___ Fence ___ Exterior Painting ___ Addition ___ Deck ___ Outbuilding ___ Porch ___ Mailbox ___ Pool ___ Energy Conservation Equipment ___ Shed ___ Other
<b>PLEASE ATTACH A DETAILED DESCRIPTION OF THE PROPOSED CHANGES:</b>
Please make sure to include the following detail: (1) Copy of the plat map showing the proposed changes in relation to the building and property lines (2) Copy of the modification plan if applicable or a picture of the proposed modification (Example: a brochure of a fence type)
Size: _____
Color: _____
Material: _____
Contractor: _____
Roof design: _____
Exterior finish: _____
Dimensions: _____
Will the change affect the grade of your lot or your neighbors' lot(s)? _____
The Board reserves the right to request additional information before final approval. Please return completed request form to: SolamereHOA@gmail.com
Estimated start date (please allow 30 days for ARC decision) _____
Estimated completion date _____
Signature: _____
<b>PLEASE REMEMBER TO ATTACH ALL RELATED INFORMATION NECESSARY FOR APPROVAL</b>
<b>For management use only:</b>
Approved with the following conditions: _____ _____ _____

Approved _____ Denied _____ Reason _____ Signature of Board Member _____
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