

Wheatfield Lakes Homeowners Association Ltd.

Architectural Change Approval Request - Master & Villas Joint Approval Form

The purpose of this form is to initiate and expedite architectural change requests for the community members residing in our two associations: **Wheatfield Lakes (Master) and Villas at Wheatfield Lakes (Sub-association)**. All work affecting the exterior appearance of your residence requires this approval. Reasonable and consistent criteria will be used in a timely manner. The Declaration remains the controlling document. *Please expect a response within 5 business days of your completed submission.*

Homeowner Name: _____ Phone: _____

Address: _____

Description of work including types and colors of materials to be used, dimensions and locations:

Name of the contractor performing the work: _____

Phone number for the contractor: _____

Proposed start date: _____ Proposed completion date: _____

Approval is requested to make the described modification, alteration, or addition to my home or lot. In making this request I agree to repair any damage caused to common areas because of this work. Additionally, I will:

- Submit detailed and official specifications of proposed work on the survey of your property (measurements are required)
- If there is a contractor, submit proof of liability & workers compensation insurance naming the HOA's as a certificate holder
- Obtain a permit from Wheatfield, if required per town laws. Submit a copy of this permit with your approval request that includes any addendums, waivers, and variances requested from the town.
- Complete the work described above within six (6) months from the date of approval
- Contact the Master HOA for a compliance review upon completion of the work. Photographs will be taken for review.
- Not place, or allow the contractor to place, any sign on the property, such as those for advertising on my property.

Homeowner Signature _____ Date: _____

Wheatfield Lakes Architectural Committee

Approved subject to final inspection: _____ Approved with restrictions: _____ Denied: _____

Architectural Chairperson: _____ Date: _____

Final Inspection Approved by: _____ Date: _____

Villas at Wheatfield Lakes Architectural Committee

Approved subject to final inspection: _____ Approved with restrictions: _____ Denied: _____

Architectural Chairperson: _____ Date: _____

Final Inspection Approved by: _____ Date: _____