1990 IMPROVEMENTS FORM

[Valleyfield Commons Homeowners Association]

Action will be taken within 30 days of receipt of this request

Name:_____ **Home Phone:**_____

Address:_____

I. **Is a town building permit required to complete this project?**
(Please note: If a town building permit is required, it is the homeowners responsibility to obtain approval.)

[ ] Yes [ ] No

II. **Are your adjoining neighbors aware of your intentions?**

[ ] Neighbor on Left Neighbors Name and House #:_____
[ ] Neighbor on Right Neighbors Name and House #:_____
[ ] Neighbor Behind Neighbors Name and House #:_____

III. **Please provide a detailed list of the materials to be used in making the improvement(s) below:**

IV. **On the reverse side of this form, please sketch what area the project will occupy in relation to your dwelling and adjoining neighbors.**

V. **In the space provided below, please provide a detailed description of what is to be done. At minimum, the description must include the following: dimensions, location, color, approximate start and finish date of project.**

VI. **I/we understand that if the completed project does not conform to the information I/we provided on this form, the Board/Officers of the Association have the right to exercise legal action.**

_____ _____
Signature of Homeowner(s) Date

FOR ARCHITECTURE COMMITTEE'S USE ONLY

Date Request Received:_____ **Request Number:**_____
Date Mailed to Owner:_____

Factors to be considered by the Architecture Committee:
(1) **Liability:**
(2) **Safety:**
(3) **Aesthetics:**
(4) **Opposition:**

Homeowners Request is: [ ] **Approved** [ ] **Denied** [ ] **Approved with Conditions**

_____ _____ _____ _____ _____ _____
Signature Date Signature Date Signature Date

_____ _____ _____ _____
Signature Date Signature Date