

# Stonehedge Townhomes 4<sup>th</sup> Homeowner's Association

## Property Change Request Form

This form is used to request approval for a change to the appearance of an owner's townhome or property. Homeowners should send the completed form to [stonehedge4th@gmail.com](mailto:stonehedge4th@gmail.com) or deliver it to the Architectural Control Committee. **Owners are responsible for all maintenance and expenses associated with this request. Additionally, owners shall share this information with future owners.**

***Homeowner: Complete this section (please print)***

Requestor Name \_\_\_\_\_ Request Date \_\_\_\_\_

Address \_\_\_\_\_ Decision Need by Date \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Description of Change: \_\_\_\_\_  
\_\_\_\_\_

What will change look like? (attach any drawings) \_\_\_\_\_  
\_\_\_\_\_

When do you expect work to begin? \_\_\_\_\_ to finish? \_\_\_\_\_

What is the anticipated cost? \_\_\_\_\_

Who will complete the work? \_\_\_\_\_

Will a building permit be required? Yes No Building permit received? Yes No

***For use by Association Board or Architectural Control Committee***

Neighbors affected (please print your name and address and initial that you've seen this request)

Name \_\_\_\_\_ Address \_\_\_\_\_ Acknowledged \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Acknowledged \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Acknowledged \_\_\_\_\_

***For use by Association Board***

Request: Approved Denied Date \_\_\_\_\_

Comment \_\_\_\_\_  
\_\_\_\_\_

Signature of Board or Committee \_\_\_\_\_