

Please allow thirty (30) days to process your request.

Name of filing Homeowner: (Required) \_\_\_\_\_

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

City / State / Zip: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please submit the following, incomplete requests will not be reviewed.

- ☐ Two (2) completed and signed MCHOA Board Approval Request Forms
- ☐ Two (2) sets of plat maps
- ☐ City Permit Required? ☐ Yes ☐ No (If Yes, please attach City Requests and/or permit)
- ☐ Any supporting documents (neighbors' signatures, civil drawings, landscape architect plans etc.)

Please check the following boxes that best describe your request.

- ☐ Exterior Painting of home/outbuilding (Attach color chip samples, denote body, trim and roof color.)
- ☐ Adding/Enclosing Shed, Patio, Pond etc.
- ☐ Re-Roofing
- ☐ Fence Installation
- ☐ Landscape Changes
- ☐ Other: \_\_\_\_\_

Will Contractors (General or Subs) be hired? ☐ Yes ☐ No

If Yes, have you confirmed the contractors are familiar with MCHOA Bylaws and will operate within our guidelines? ☐ Yes ☐ No

Does your project require digging? ☐ Yes ☐ No

If Yes, have you called 411 and have are all utilities clearly marked? ☐ Yes ☐ No

Projected Dates: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Please describe the project you are requesting approval for:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This MCHOA request has been reviewed for the limited purpose of determining if it complies with the deed restrictions set forth in the Maddox Creek Covenants and By-Laws. No MCHOA review has been made with respect to function, safety or compliance with government regulations. Mount Vernon building permits where applicable must be obtained before the approved project begins. The undersigned expressly disclaim liability of any kind and with respect to this request, the review hereof, or any structure built pursuant hereto, including but not limited to, liability for negligence or breach of contract, or implied warranty. An approved MCHOA request is valid for the period beginning on the "Projected Start Date" through "Projected Finish Date." Project approval is only valid if applicant is legally documented as the true owner of the property listed as location of project.

For Board Members Only

Date Received: \_\_\_\_\_ ( \_\_\_\_\_ ) Approved ( \_\_\_\_\_ ) Not Approved

Comments:

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Signed,

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Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

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Board Member: \_\_\_\_\_

Date: \_\_\_\_\_