Home Improvement Request Form

In an effort to preserve homeowners’ rights and maintain property values, that any homeowners, or group of owners, considering improvement(s) to their deeded property, submit a Home Improvement Request Form to the Homeowners Association for approval. This must be done **PRIOR** to initiating work on planned improvements. Example of improvements include, but are not limited to, exterior paint, additions, outside buildings, fences, driveways, pools, and decks. Please fill out this form completely, and mail to address at the bottom of this form.

Please include drawings, paint samples, and places for the proposed improvement(s)/construction.

**NAME**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EMAIL**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOME PHONE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ALT. PHONE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Briefly describe the proposed improvement(s).** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Location of proposed improvement(s) – Check all that apply**

[ ] Front of House [ ] Rear of House [ ] Side of House [ ] Garage

[ ] Second Story Addition [ ] Patio/Yard [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Material of proposed improvement(s) – Check and describe**

[ ] Paint Color(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Stain Color(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Fence Material(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Brick Type(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Cement [ ] Gutters [ ] Height\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that the King’s Bay Community Association has thirty (30) days to approve or disapprove this form from the submittal date. If not responded to in the llotted time, the homeowner has the right to proceed with improvement(s), however, all other restriction will apply. I also agree not to begin improvement(s) until contacted by the Board, or review period expires.

Homeowner Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Approval Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_