Request for Improvement/Modification Review

Return this form to the Architectural Review Board Representative or to a member of the Architectural Review Committee

Note: This form must be completed and returned prior to commencing any work.

Name	**Date**
Address	**Home Phone**
Email	**Other Phone**

Please provide the ARC with all the information necessary to evaluate your request thoroughly and quickly. Requests must include the following information: site plan (including all dimensions), color chips (if applicable), detailed description of the request, list of materials, pictures, brochures (if applicable), and any other information that will assist in evaluating your request.
Description of Improvement or Modification Requested (attach separate sheets if necessary)
Estimated Start Date: Estimated Completion Date:

I understand and agree that no work on this requests shall commence until written approval of the Woodlands Association has been received by me. I represent and warrant that the requested Improvements and/or modifications strictly conform to the Codification of Declaration of Covenants Conditions, Easements and Restrictions for the Woodlands and that these changes shall be made in strict conformance to those guidelines. I understand that I am responsible to comply with all city, county, and state regulations.

Neither the Woodlands Association Board of Directors, the ARC nor their respective members, officers, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of the architectural alteration by reason of mistake in judgment, negligence or nonfeasance, arising out of any action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Please be reminded that work should not begin before 8 A.M. Also caution your painters not to leave any paint cans for our garbage pickup. All dumpsters and outriggers should be restricted to driveways. If this is not possible they must be on plywood sheets.

Homeowner's Signature_____**Date**_____

Homeowner's Signature_____**Date**_____
(all owners must sign)

FOR ARC USE ONLY:

Date Received_____

Approved ☐ **Denied *** ☐ **Date**_____**Board Representative**_____

Comments:

- **If rejected, please attach separate sheet explaining reason, corrective action required, and completion date. Homeowner(s) must acknowledge by signature.**

Final Inspection Date_____**ARC Chairman/ Board Representative**_____