

**Christian Hills Homeowners' Association**  
**Request for Home Improvement / Architectural Modifications**

Owner's Name: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please indicate the improvement(s) you are applying for\***

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Deck/Covered Deck  | <input type="checkbox"/> Major Landscaping/Berm   | <input type="checkbox"/> Pool/Spa/Hot Tub    |
| <input type="checkbox"/> Driveway Expansion | <input type="checkbox"/> Outbuilding/Shed         | <input type="checkbox"/> Roof (color change) |
| <input type="checkbox"/> Fence              | <input type="checkbox"/> Paint                    | <input type="checkbox"/> Sidewalk/Walkway    |
| <input type="checkbox"/> Generator          | <input type="checkbox"/> Patio/Gazebo             | <input type="checkbox"/> Solar Panels        |
| <input type="checkbox"/> House Addition     | <input type="checkbox"/> Play Set/Basketball Hoop |  |
| <input type="checkbox"/> Kennel             |   |  |
| <input type="checkbox"/> Other _____        |   |  |

\*Each improvement checked above is considered a separate application. This allows the committee to make decisions on each improvement individually.

Please describe improvement in specific detail. Please include applicable elevation drawings, floor plans, dimensions, brochure, or a photo, and a Property Survey if one is required by the City for improvement.

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As applicable, please detail the materials you plan to use in your project. The words "same" or "to match" cannot be reviewed.

**BUILDING MATERIALS:**

Lumber Type(s) \_\_\_\_\_

Brick or Stone Type(s) & Color \_\_\_\_\_

Fence material \_\_\_\_\_ Fence Height \_\_\_\_\_

**Shingle Type**

Manufacturer & Line: \_\_\_\_\_ Color: \_\_\_\_\_

**PAINT/STAIN:**

Siding Color Number \_\_\_\_\_ Color Name \_\_\_\_\_

Trim Color Number \_\_\_\_\_ Color Name \_\_\_\_\_

Accent Color Number \_\_\_\_\_ Color Name \_\_\_\_\_

You MUST include paint/stain SAMPLE(S). \*You may attach a supplemental document or screen shot from the manufacturer's website.

Brick Color: \_\_\_\_\_ Siding Color: \_\_\_\_\_  
Current/proposed Current/proposed

Trim Color: \_\_\_\_\_ Accent Color: \_\_\_\_\_  
Current/proposed Current/proposed

Front Door Color: \_\_\_\_\_ Garage Door Color: \_\_\_\_\_  
Current/proposed Current/proposed

**Dimensions**

\_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height\* Improvement Description \_\_\_\_\_

\_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height\* Improvement Description \_\_\_\_\_

*\*From the ground to the highest point*

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

Contractor name, license #, and phone #: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

In an effort to provide and protect each individual homeowner's rights, it is required that any homeowner or group of homeowners considering improvement on their deeded property submit a request for home improvement approval to the Architectural Control Committee (ACC) for approval by the Homeowners Association prior to initiating work on planned improvements. If any change is made that has not been approved, the committee has the right to ask the homeowner to remove the improvement from their property. I understand that the Association ACC will act on this request as quickly as possible and contact me in writing regarding their decisions. I understand no interim updates and status will be given on my application. I agree not to begin property improvement(s) until the ACC notifies me of their decision.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

✓ **IS YOUR REQUEST COMPLETE?**

- Described improvements, and attached elevation and plan drawings, brochures, and photos
- Attached SURVEY showing the exact location of the proposed improvements and distances to the property lines (except for painting, roofs or window replacement)
- Attached sample(s) of the paint, if painting or stain(s) if staining
- Defined the dimensions (length- width - height) of the structure, improvements and/or fence.
- Signed and dated the application.

\*You may attach separate sheet(s) of additional information to assist in the process.

Informational:

**REVIEW PROCESS** – Your association's governing documents stipulate the amount of time the ACC may take to render a decision. However, the ACC will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness and the ACC may request additional information to help clarify your proposal.

**APPLICATION** – The application must be accompanied with necessary documents, photos, drawings, brochures and information to present to the ACC. Property owners must sign the application. Contractor's signatures for property owners will not be accepted.

Please submit this application and supporting documents to:

**Jon Strunk**

email: jon.strunk.hoa@gmail.com

<b>FOR OFFICE/COMMITTEE USE ONLY:</b>			<b>TRACKING – IN:</b>	<b>TRACKING – OUT:</b>
Date Received:	Processed by:	Deadline:		
<input type="checkbox"/> Approved:	<input type="checkbox"/> Denied:	<input type="checkbox"/> Approved Contingent Upon:		
Comments Or Contingencies From ACC/ARC:				
ACC/ARC Signatures:				

Hand Delivered: \_\_\_\_\_ E-Mailed: \_\_\_\_\_ Mailed: \_\_\_\_\_ Courier: \_\_\_\_\_