

ARCHITECTURAL IMPROVEMENT REQUEST FORM

FOUR SEASONS HOMEOWNERS ASSOCIATION *PLEASE SUBMIT TO:*

FOUR SEASONS HOA c/o WALLACE MANAGEMENT

PO BOX 3490

ANNAPOLIS, MD 21403

TOPS
CCR _____

OWNER _____

INTERNAL USE ONLY

NAME _____

DATE _____

ADDRESS _____

HOME PHONE _____ CELL _____

STRUCTURAL ELEMENTS			LANDSCAPING
<input type="checkbox"/> DECK	<input type="checkbox"/> SATELLITE DISH	<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> TREES
<input type="checkbox"/> SHED/PLAYHOUSE	<input type="checkbox"/> HOT TUB/JACUZZI	<input type="checkbox"/> GAZEBO	<input type="checkbox"/> BUSHES/SHRUBS
<input type="checkbox"/> FENCE	<input type="checkbox"/> PLAY EQUIPMENT	<input type="checkbox"/> OTHER(DESCRIBE)	<input type="checkbox"/> FLOWER BED
<input type="checkbox"/> GATE	<input type="checkbox"/> ROOF		<input type="checkbox"/> FLOWER BOX
<input type="checkbox"/> PRIMARY DWELLING MOD	<input type="checkbox"/> RAIN GUTTER/DRAIN		<input type="checkbox"/> WATER GARDEN
<input type="checkbox"/> STORM DOOR	<input type="checkbox"/> PATIO		<input type="checkbox"/> OTHER (DESCRIBE)
<input type="checkbox"/> DOOR AWNING	<input type="checkbox"/> PAINTING		
<input type="checkbox"/> FLAG POLE	<input type="checkbox"/> STEPS/STOOP		

Please provide a general description of improvements to be made and attach any supporting documentation such as paint chips, brochures, engineered drawings, and permits etc. The more information provided, the quicker you will be notified as to the decision.

Estimated start date: _____

Estimated completion date: _____

HAS A PERMIT BEEN OBTAINED? _____ Yes _____ No _____ Not Required

I/We hereby submit this form for consideration regarding the improvement described above. The improvement is in accordance with all laws, codes, regulations and Association By-Laws. I/We understand that it is my/our responsibility to pull all necessary permits and comply with required inspections. I/We acknowledge that I/We are solely responsible for any liability resulting for the described improvement both during the process and thereafter. I/We give the Architectural Committee permission to enter the property lot prior, during and for a final inspection of the work being done. I/We understand that the Architectural Committee review and approval in no way absolve me/us or any future owners from the responsibility to comply at all times with all laws, codes and regulations. I/We represent all the information contained herein to be accurate to the best of my/our knowledge.

Owner Signature _____

Date _____

Owner Signature _____

Date _____