

## MANAGEMENT REQUEST FORM

**I. Date of Request:** \_\_\_\_\_

**II. Resident Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**III. Type of Request** (please check all that apply):

- Home Exterior Changes (color changes, i.e., paint, siding, driveway, etc.)
- Landscaping Changes
- Structural Changes (windows, additions, screen room, shed, etc.)
- Tree Removal

**IV. Proposed Change(s):**

*Provide a detailed overview of the proposed changes below. You must include or attach all supporting documents, diagrams, dimensions, color chips/charts and the type of materials, shrubs, trees, or plants to be used.*

Description of changes	
<b>Home Exterior Changes</b> <i>Attach color samples for approval</i>	
<b>Landscaping Changes</b> <i>Mark location with a stake and attach sketch with type of plants</i>	

<b>Structural Changes</b> <i>Include dimensions and attach drawing</i>	
<b>Tree Removal</b> <i>Indicate location of tree and reason for removal</i>	

**V. Project Timeline:**

Estimated Start Date \_\_\_\_\_

Expected Completion Date \_\_\_\_\_

**VI. Contractor Details**

*Any contractors or individuals other than the resident performing the work in the community must be registered in the management office and have authorization and proof of liability insurance. This form will not be approved if these conditions are not met.*

Name of Contractor \_\_\_\_\_

Phone #: \_\_\_\_\_

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**Office Use Only**

[ ] **Approved** \_\_\_\_\_ **Date:** \_\_\_\_\_

[ ] **Denied** \_\_\_\_\_ **Date:** \_\_\_\_\_