

REQUEST for Modification to Existing Home

All requests for modifications must be submitted and presented to the Gates Four Homeowners Association Board of Directors. A written request must be completed and submitted along with official site plans, drawings, sketch, brochure or photographs, color samples/materials information and specifications, and any other information that will best inform the Board of the location, the modification appearance and what it is made of. Following submission of the written request and all supporting appropriate materials, homeowner must contact the HOA Secretary and request to be heard at the next monthly HOA meeting.

NOTE: All properties adjacent to Gates Four Golf and Country Club are subject to review by the Gates Four Homeowners Association Board of Directors, the Gates Four Golf and Country Club and the developer of Gates Four properties. There is no guarantee of approval.

Lot _____ Block _____	This Submittal is for (check all that apply):
Site Address: _____	<ul style="list-style-type: none"><input type="radio"/> Color/Material Change<input type="radio"/> Exterior Hardscape<input type="radio"/> Fencing<input type="radio"/> Tree Removal/Landscape<input type="radio"/> Accessory Structure<input type="radio"/> Swimming Pool<input type="radio"/> Change which increases foundation square footage<input type="radio"/> Other
Owner: _____	
Phone: _____ Fax: _____	
Email: _____	

Description of Request: _____

My signature below certifies that I am completely aware of the process set forth above and submit to same. I also understand that I must await formal, written approval from the Gates Four Homeowners Association Board of Directors prior to paying deposit or purchasing materials for my project. My failure to do so may result in loss of any funds I expend. I further understand that all homeowners fees and dues must be paid in full upon submission of this written request. I further understand that there is no guaranty that my project will be approved.

Submitted by: _____
(printed name)

Date: _____

(Signature of Homeowner)