

**Victoria Ponds Townhome Association  
Architectural/Landscaping Request Form**

Effective October 2019

Please help us, as well as the community and yourselves, by completing this request form whenever you wish to make a change to the exterior of your Unit or to any of the surrounding grounds located within your Unit.

Unit Owners who make unapproved changes may be required to restore the Unit/Grounds to their original condition. In such cases, failure to complete the restoration may result in the Board of Directors authorizing the restoration and charging the Unit Owner the costs incurred.

If you are considering changes, please fill out this form first and then wait for written permission prior to making changes.

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Date Submitted \_\_\_\_\_

Complete description of work to be completed (include description of dimensions, materials, colors, name of contractor if applicable, and a drawing of the project)

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If you need more space, please attach additional pages and remember to include your drawing.

This request must be submitted directly to the management. Your request will be reviewed by the Board of Directors and the appropriate committee. The Board of Directors or a committee appointed by the Board has 60 days to approve or disapprove requests.

Please be thorough with your description because requests that are incomplete or ambiguous will be disapproved pending receipt of additional information. The criteria that the Board of Directors or committee appointed by the Board will consider as part of the review process is set forth in Section 8.1(b) of the Declaration.