

Kelsey Court HOA
Property Modification Request Form

Date: _____ Home Owner name: _____ House # _____

Type of exterior modification requested:

Landscaping: ☐ paint: ☐ Patio\decking: ☐ lighting: ☐ Other: ☐ details: _____

Please indicated If this is for the front ☐ Back ☐ of property

Will this work be performed by yourself or a third party? Self ☐ Insured Third Party: ☐

If third party please provide business name, contact information: _____

Describe the type of change you are seeking the HOA Board to approve:

_____)

list type of products and associated dimensions, colors that will be involved in this project:

_____	Dimension LXWXH: _____	Color: _____	Misc: _____
_____	Dimension LXWXH: _____	Color: _____	Misc: _____
_____	Dimension LXWXH: _____	Color: _____	Misc: _____
_____	Dimension LXWXH: _____	Color: _____	Misc: _____

If project involves plant material please indicate it's estimated size at full maturity (HXW): _____

If this project might have an impact or otherwise present a possible issue with adjacent neighbors have you communicated with them:

yes: ☐ No ☐

If yes please indicate the names of neighbors who you have spoken with:

Indicate target date for commencement of project: _____ Completion of project: _____

Please attach with your submission and applicable illustrations, bid drawings from self or third party as well as pictures, images if available of proposed products. The Board will respond to your request generally within 30 days or less. **All approved changes must be done in the calendar year they are approved or a resubmission is required**

Please complete and email form to Kelseycourthoaboard@gmail.com along with any other questions you might have

For Board internal use:

Reviewed by KCHOA Board on the following date: _____ Approved ☐ Not Approved: ☐

Signature: _____ Title: _____

Additional Comment

: _____

