

The Woodlands At Canterbury Trails, Inc.

**ARCHITECTURAL CONTROL COMMITTEE
IMPROVEMENT REQUEST FORM**

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, landscaping, building add-ons, etc., submit the following to the Architectural Control Committee (ACC) prior to initiating work on the planned improvements:

1. Completed Improvement Request Form
2. Complete and detailed building plans and specifications
3. A site plan showing the location of the proposed improvement (blue prints of lot)
4. (Other applicable documents)

If any change is made without prior approval, the ACC has the right to tell the homeowner to remove the improvement from the property. Allow a minimum of 30 days for the ACC to act upon your request.

Any homeowner considering any exterior improvement to the property is urged to review the recorded deed restrictions prior to initial request.

Homeowner's Name: _____

Property Address: _____

E-Mail Address: _____

Home Phone: _____ Work Phone: _____

Briefly describe the improvement you propose: _____

Who will do the actual work on this improvement? If licensed contractor, give name and phone.

Type of improvement(s) (circle those that apply)

Satellite Antenna	Deck	Fencing	Patio
Play Equipment	Spa/hot tub	Storage building	Room addition
Basketball Hoop (permanent)	Basketball goal Portable	Landscaping (Brick/Wall/Structure)	Pool (in-ground)
Patio cover	Landscaping / Planting	Lighting (Mounted)	Other (explain)

Location of proposed improvement (Check areas that apply):

Front	Back	Right Side
Roof	Garage	Patio
Other		Left Side

Material to be used for the improvement: (check all applicable items):

Material	Color	Material	Color
Brick		Cement	
Wood		Electric	
Stain		Stucco	
Paint		Glass	
Wood Siding		Other: (explain)	

NOTE: Only community authorized materials and colors will be approved by the ACC.

I understand that the ACC will act on this request within the 30-day timeframe as outlined in the controlling documents of the association, and contact me in writing regarding their decision.

I agree not to begin any improvements without this written approval from the ACC. I understand that all construction will meet with the City of Beavercreek Codes (the ACC will assume all permits/permission was obtained) and that the ACC approvals do not override the City Codes but rather, are intended to work with them.

Planned Construction Start Date / Estimated Completion Date

Homeowner, Signature / Date

Homeowner(s) Signature / Date (If jointly owned, all Owners of record must sign)

RETURN COMPLETED FORM TO: The Woodlands At Canterbury Trails, Inc.
Architectural Control Committee
P.O. Box 340068
Beavercreek, OH 45434-0068

The following documents/information must be included for your request to considered:

1. This completed ACC Improvement Request Form
2. Complete and detailed building plans and specifications including overall dimensions
3. Copy of a survey site plan (like the copy provided with closing papers)
4. Location of improvement on the copy of the survey site plan
5. List any additional attachments

THIS SPACE BELOW IS FOR USE BY THE ACC ONLY

Approved / Disapproved: (Line through item that does not apply)

Recommendations / Requests:

If disapproved, reason(s):

ACC Chair Date

ACC Member Date