

Glenellen Estates Subdivision HOA Inc.

HOA Request for Changes

Submission for Architectural Plans to Board of Directors

Mail or email to:

hcrowe@wmco.net

Glenellen Estates
c/o Westwood Management
256 Seaboard Lane, St. C-101
Franklin, TN 37067

Mailing Address:

Name: _____

Address: _____

City/State/Zip: _____

Phone(s) Home: _____ Cell: _____

Email: _____

Subject Property Address: (If same as billing, leave blank)

Name: _____

Address: _____

Brentwood, TN

In accordance with the Glenellen Estates Subdivision HOA Master Deed, Bylaws, and Amended and Restated Rules and Regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my house/lot:

[Please attach a detailed, to scale, drawing or blueprint of your plan (s) and/or a brochure.]

I understand that under the Glenellen Estates Subdivision HOA Master Deed, Bylaws, and Amended and Covenants, Conditions and Restrictions, the Board of Directors will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. This includes the replacement of any parts or materials used in conjunction with this alteration.
4. All work will be done expeditiously once commenced and will be done in a good workmanlike manner by myself or a contractor.
5. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
6. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
7. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
8. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Board of Directors for Glenellen Estates Subdivision HOA Inc, and its agent, have no responsibility with respect to such compliance and that the Board of Directors approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulations, or governmental requirement.

9. I understand that a decision by the Board of Directors will be made at a regularly scheduled Board Meeting, and that this request must be submitted no later than one week prior to the Board Meeting for submission at the next meeting. I understand that I will be notified of a decision by the Board of Directors within twenty-one (21) days of the Board Meeting at which my request is submitted.

10. The contractor is: _____.

11. If approved by the Board of Directors, the work would start on or about _____ and be completed by _____.

12. I understand that if I sell my House/ lot I am responsible for notifying the next homeowner of any approved architectural variance, and informing the next homeowner of their responsibility for all future upkeep.

13. I understand that any work not started within of approval of my request is not approved and later construction is subject to subsequent approval by the Board of Directors.

Additional Comments:

Property Owner Signature: _____

Date: _____

Board/Committee Section:

Request Reviewed by: _____, _____,
_____, _____,

Request Approved: _____ Date: _____

Request Denied: _____ Date: _____

Additional Information Required/ Reason for Denial:

Review Committee Chair Signature: _____ Date: _____