

TOWNHOMES OF ANDOVER HOME IMPROVEMENT REQUEST FORM

DATE: _____

PROPERTY ADDRESS: _____

RETURN FORM TO: TOWNHOMES OF ANDOVER HOMEOWNER'S ASSOCIATION, INC.
C/O Westwood Property Management
109 International Drive, Ste. 220
Franklin, TN 37067
Or email scanned and signed version to dylan@wmco.net

In an effort to protect the rights and home values of all residents of Townhomes of Andover, any homeowner wishing to construct an exterior improvement or modification to their property (including but not limited to fences, decks, sidewalks, driveways, patios, hot tubs, pools, mailboxes, doors, windows, roofing materials, etc.) must submit for approval this "Home Improvement Request Form" to Westwood Property Management for approval by the Architectural Review Committee at least 30 days prior to the start of work. While landscaping is generally not regulated, the height and placement of hedges, shrubbery or evergreens is regulated when it serves as a barrier or boundary marker. **THE HOA HAS THE LEGAL RIGHT TO FORCE THE OWNER TO REMOVE ANY IMPROVEMENT OR BRING ANY IMPROVEMENT INTO CONFORMITY WITH THE DECISION OF THE COMMITTEE IF ANY CHANGE OR IMPROVEMENT IS MADE WITHOUT FORMAL APPROVAL.**

OWNER'S NAME: _____
EMAIL: _____

PREFERRED PHONE: _____

BRIEFLY DESCRIBE THE IMPROVEMENT: _____

WHO WILL PERFORM THE ACTUAL WORK ON THE IMPROVEMENT? _____

WHAT MATERIALS ARE TO BE USED? _____

ANTICIPATED COST: \$ _____ PROPOSED START DATE: _____

COLOR (if applicable): _____ PROPOSED COMPLETION DATE: _____

THE PLANS AND SPECIFICATIONS SHOWING THE NATURE, KIND, SHAPE, HEIGHT, MATERIALS, AND LOCATION ON THE PROPERTY, ETC. OF THE IMPROVEMENTS MUST BE ATTACHED TO THIS APPLICATION.

Requests for changes not within the existing footprint of construction on the property must include a plat (available various places but always in real estate closing paperwork); unfortunately, a screenshot from Google Maps is insufficient to assess property boundaries.

I, TOWNHOMES OF ANDOVER HOMEOWNER, understand that the Architectural Review Committee will act on this request as quickly as possible and contact me in writing regarding its decision. I agree to refrain from beginning property improvements until I receive written approval from the Committee. Furthermore, I understand that this application and any approval thereof implies that the work will be done using good workmanship. Failure to use good workmanship will void any approval obtained prior to completion of the work. The changes must also comply with any City and County regulations/codes. The homeowner is responsible for verifying the regulations and codes.

Owner's Signature: _____

Date Received: _____ **FOR ASSOCIATION USE ONLY**

Disposition/Action: _____

Comments: _____

Signed: _____