



**Spencer Hall Homeowners Association**  
**Architectural Improvement - Application and Review Form**

**Homeowner:** Once you have completed the application and attached your images, please forward it to Westwood Management. You may download forms and email them at amanda@wmco.net or mail it to Westwood Management. After receiving your application, the ARC will review your application within thirty days. Once the committee has reviewed your project, you will be sent an approval or disapproval in writing from Westwood.

**Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Improvement: (Complete Description)**

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**Color (if applicable):** \_\_\_\_\_

**Location on Property:** \_\_\_\_\_

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**Project Dimensions:** \_\_\_\_\_

**Construction Materials to be used:** \_\_\_\_\_

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**Contractor:** \_\_\_\_\_

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**Project Start Date:** \_\_\_\_\_ **Projected Completion Date:** \_\_\_\_\_

Plans and specifications showing the nature, kind, shape, dimensions, materials, and location on the property of the improvement are to be attached to this application. The improvement is **not to be started** until approval is received.

If approved, I agree to build in accordance with this application and the attached plan(s) and specifications. I agree to maintain this and any other improvements at my expense.

**Homeowners Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_