



# Carriage Park Homeowners Association

## Architectural Improvement - Application and Review Form

**Homeowner:** When completed, this form is to be returned to Westwood Management at address below. The Carriage Park Board of Directors and Westwood Management will review this request and reply to you approving, denying, or requesting additional information.

Date of submittal: \_\_\_\_\_

Homeowner's Name (not tenant): \_\_\_\_\_

Unit Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Projected Start Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

Project Description/Nature: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Work completed by: \_\_\_\_\_

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

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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 from the Architectural Committee by way of Westwood Management.

**\*\*\*Please note: Window Packages must include:**

- **All windows for the front of the unit must contain window grids**
- **All windows for the side and back of unit do not have to have window grids**
- **All newly constructed decks or fences must have plastic/metal guards at their base or have landscaping around them to prevent vegetation from encroaching upon the structures.**

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.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Carriage Park Board of Directors Use Only**

Date Received: \_\_\_\_\_ Inspected/Reviewed on: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Copy sent to Westwood Management: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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