



Improvement & Exterior Change Request Form

Homeowner _____ Phone Number _____

Address _____ Email _____

Water Valley North Water Valley South Pelican Hills

If you live in an area with a sub-association, please obtain approval from them first.

Please drop off the completed form at 1613 Pelican Lakes Point, Suite 200 or email clientservices@advancehoa.com

Improvement and Exterior Change Review for the following (please check one):

Start Date _____ Planned completion date _____

Please submit photo documentation of completed and approved modification(s)

- Home remodel/expansion* Landscaping* Fencing*
- Driveway/walkway addition* Basketball hoop/court* Deck/patio/slab*
- Patio/window cover Roofing
- Exterior paint Other (be specific) _____

***Plans required; plans must clearly show location of improvement on plot plan.**

Please provide all supporting documentation: full product description, colors, photos, drawings, manufacturers brochure, etc.

If colors, grade & quality of materials will remain the same, initial for faster approval _____

Additional information _____

I, the homeowner, understand that written approval must be received from the Water Valley Master Association Design Review Committee and from my sub-association (if applicable) prior to commencement of work for any improvements and that ACC approval does not constitute approval of local city/county building departments and I may be required to obtain a building permit. I will maintain proper drainage swales when installing landscaping or building improvements. I agree to complete improvements in a timely manner after approval of the Committee. I agree to submit photo documentation of the completed and approved modification, once the project is finished. I understand it is Colorado law to get locates before digging and that it is my responsibility to establish and verify all property lines. I understand that the ACC has 60 days to make a decision.

Committee Action (for office use only)

Date request rec'd _____

Approved as submitted
 Approved subject to the following requirements _____

Declined for the following reasons _____

Committee Member Signature _____