**SUNSET RIDGE TOWNHOMES**

Home Improvement Request

[Revised: 012/09/20]

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| **GENERAL—**  Name: Unit #: Elk Head Range Road | Phone #: - - (cell or home) Email: |
| **PROJECT [check only ONE (1)]—**  O Awning  O Central Air Conditioning System  O Courtyard Gate  O Courtyard Screening (of iron grillwork)  O Fence Replacement  O Front Entry Door | O Gutters & Downspouts  O Landscape Changes  O Roll-up Garage Doors  O Skylights  O Storm/Screen/Security Doors  O Window Replacement  O Other (attached separate Project Description) |
| **SCHEDULE—**  Proposed Start Date: \_/ / | Anticipated Completion Date: / / |
| **ACKNOWLEDGMENT—**  Homeowner acknowledges that they have reviewed and accept the current Architectural Standard for the desired Home Improvement Project. Architectural Standards are available for download at: http:// [www.sunsetridgetownhouse.com/7.html.](http://www.sunsetridgetownhouse.com/7.html) **It is the Homeowner’s responsibility to submit all documentation required by the standard with this form; to perform work which meets or exceeds the related standard; and, if hiring a Contractor for the desired work, to provide a copy of the related Standard to the Contractor.**  **DO NOT START WORK PRIOR TO RECEIVING WRITTEN APPROVAL FOR THE REQUESTED**  **IMPROVEMENT.** The maximum time allowed for completion of the work is 1 year from Date of Approval. | |
| **SUBMITTED—**  I understand and will comply with the conditions above.  Signed: Date: / / Homeowner  After review of related standard, completion of this form and preparation of required documents, submit complete package to WSPS. Email: [randy@wsps.net.](mailto:randy@wsps.net.) Mail: 9145 E Kenyon Ave, #100, Denver, CO 80237. | |
| **ACTION TAKEN—**  Approved Conditionally Approved\* Disapproved\* [\*See attached conditions/rationale] Signed: Date: / /  Board of Directors/Managing Agent  Project Reference # (if approved)\*: AR- - - -  [\*AR-Unit #-Year-Month-Day] | |