

SUNSET RIDGE TOWNHOMES

Home Improvement Request

[Revised: 04/12/2017]

GENERAL—

Name: _____

Phone #: _____ - _____ - _____ (cell or home)

Unit #: _____ Elk Head Range Road

Email: _____

PROJECT [check only ONE (1)]—

- Awning
- Central Air Conditioning System
- Courtyard Gate
- Courtyard Screening (of iron grillwork)
- Fence Replacement
- Front Entry Door

- Gutters & Downspouts
- Landscape Changes
- Roll-up Garage Doors
- Skylights
- Storm/Screen/Security Doors
- Window Replacement
- 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>. **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: phil@wsp.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]