

## *Woodland Hills Section 10 HOA Property Improvement Request*

Please fill in the blanks below and submit your request to the HOA Board of Directors. Additional sketches or other supporting information may be attached to this form. Please keep a copy of your entire submission for your records.

You must submit your request at least 1 week prior to expected start date. Please submit all information in writing with any supporting documentation by email to [MandarinHOA@yahoo.com](mailto:MandarinHOA@yahoo.com) or in person.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Description of Work to be completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Comments or pertinent information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work to be performed by: \_\_\_\_\_

Expected Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

*By signing below, I am attesting that the work completed will be within the requirements set forth in the Woodland Hills Covenants & Restrictions in accordance with this request. I understand that no work is to be completed prior to acceptance of this request, and should I decide to begin work prior to acceptance, I will be liable for restoration to original conditions should the request be denied. Also should changes or additions be required, a new modification request must be submitted for another review. The homeowner is required to follow all local building codes, the Woodland Hills Design Standards and any setback requirements. Please note that a building permit may be required for some modifications. Approval is based only on the aesthetics of your proposed modification and is not to serve as certification as to the construction worthiness or structural integrity. If the submitted plans that are approved are not what is being built, a lien will be placed on your property and you will be held liable for changing your plans back to its original submitted request or further action will be taken.*

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

### **FOR BOARD USE ONLY – DO NOT WRITE IN THIS AREA**

Request Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Approved

Denied

Conditions for approval / reasons for denial (as applicable): \_\_\_\_\_

\_\_\_\_\_

Board Members Signatures: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_