



The first step in making changes to your home or property is to review the Covenants and Design Standards at www.creekwoodcommons.com. This form and supporting documents, must provide the details and description which specify changes you want to make to your property. Supporting document requirements are listed on page two of The Form. Once the package is complete, forward the “request package”, to cartercommunities@gmail.com and make sure the email subject contains “Creekwood ACC Request”. Prior ACC approval is required for any change. The review process can take anywhere from one to thirty days.

Unit#	
Name (please print)	
Date Submitting	
Email Address	
Contact Phone # (for any questions)	
Proposed Start Date	

CHECK ALL THE FOLLOWING MODIFICATION TYPES THAT APPLY and INCLUDE DETAILS LISTED ON PAGE 2

Minor Modifications: Doors Exterior Lighting Garage Doors Landscaping Painting Trash Can Storage

Major Modifications: Driveways Patio Windows Other (specify):

DETAILED DESCRIPTION OF IMPROVEMENT PROJECT (including color/style/materials):

PLEASE PRINT (If more space is needed or if you need to include a diagram, please attach additional sheets):

CONTRACTOR INFORMATION:

I’m performing the work myself.

My general contractor is:

My landscape contractor is:



A detailed description of the project and proposed materials must be provided. In its sole discretion, the Association may ask for more information regarding the improvement project during the review process.

1. "Minor" modifications: Depending on the nature of the project, include one or more of the following details: Contractor proposal, product specifications, paint color, code, and manufacturer, photos, and type and color of wood or man-made material to be used.
2. "Major" modifications: In addition to "Minor" details, include one or more of the "Major" details: Contractor proposal, product specifications, survey, site plan, dimensions, location, design plan, and/or landscape design plan
3. Though neighbor approval is not required, depending on the improvement, the Association may solicit input from your neighbors regarding your submission and consider their input as part of the review process. It is prudent that you discuss proposed changes to your home with your surrounding neighbors. Approval from your neighbors may be required if you must pass over their property with materials and machinery.
4. **ACCESS GRANTED:** Permission is hereby granted for members of the Creekwood Commons Boards of Directors to make a reasonable inspection of the modification and its location.

Owner Signature: _____

Date _____

Submit this completed application, your scale drawings, and detailed plans to:
cartercommunities@gmail.com

For Association Use Only:

Date Packet Rec'd by Carter Communities:

Date Packet Sent to ACC:

Date Assigned to ACC member:

Reviewer's Name:

Date Reviewed:

Recommend Approval as submitted

Approval with following conditions

Denial

Comments:

Management Company Instructions:

Send response to owner based on Committee input noted above. Notify owner to cease work. Send hearing letter regarding unauthorized installation Send notice of completion

Follow up Date: _____