

Architectural Request

Timberbrook Homeowners Association (HOA)

PLEASE ALLOW UP TO 60 DAYS FOR PROCESSING. However, every attempt will be made to decide this request in well under 60 days. Homeowners can help to expedite the review and decision process by providing all requested information as outlined on this form.

NOTE: Review and potential approval of this application is based solely on the aesthetics and types of materials to be used. The HOA does not certify plans for structural integrity. It is the homeowner's responsibility to secure all required building permits, safety inspections, or other approvals required by local, State, or federal officials. All projects are subject to local Building Regulations and Restrictions of Record.

Homeowner _____ Home Phone _____

Home Address _____ Other Phone _____

Contractor _____ Contractor Phone _____

Nature/Description of Improvement _____

Estimated start date _____ Estimated completion date _____

The following items must be attached or your request will be delayed:

1. A copy of your plot plan showing the location of your requested improvement.
2. A list of materials to be used.
3. For deck or fence requests also complete and attach a deck/fence material list
4. Color of finished product
5. Copy of drawings of deck or other improvements
6. Photo or drawing of fence or other improvement

Homeowner signature _____ Date _____

Send completed copy to: PCM, Inc. , 14 Park Place, Ste. D, Swansea, IL 62226
618-233-5510 Fax 618-233-5560

For PCM and Board of Director Use Only

Date received _____ Additional info required _____

Approval Disapproval by Board of Directors: _____

Date _____ Comments _____

