

# Quail Run HOA Architectural Request Form

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Scope of Project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Project Start Date \_\_\_\_\_

Estimated Project Completion Date \_\_\_\_\_

Name of Contractor / Person Completing the work \_\_\_\_\_

Photos / Diagrams including dimensions, materials, colors (photos of the affected area may be submitted with the plan)

Specify any special requirements for materials or equipment to complete project.

Please include contractor's bid with or without dollar amount. (Attachments as Necessary) \_\_\_\_\_

Signature of Resident \_\_\_\_\_

Date Submitted \_\_\_\_\_

### Process for Request

1. Submit completed form to Quail Run Office.
2. Architectural Committee member will contact you for a follow-up meeting.
3. Architectural Committee makes recommendation on your project to Quail Run Board for final approval.
4. If your request is not approved, homeowner may then submit an appeal directly to the Board.
5. No work on project is to begin until formal board approval is given.

### **Final Recommendation/Approval**

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Architectural Committee \_\_\_\_\_ Recommend \_\_\_\_\_ Not Recommend

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

Quail Run Board Decision \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

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