

Innisfree Homeowners Association
Architectural or Grounds Modification Request Form

Name: _____ Date Submitted: _____

Address: _____ Telephone No.: _____

Email: _____

Type of Request:

_____ Maintenance/Architectural Committee _____ Grounds Committee

The initial request form must be submitted to the appropriate Committee Chair by the 20th of the month preceding the month of the Board Meeting at which action will be taken. Once the Committee has made a recommendation to the Board and the Board has acted, you will be notified of the Board's decision by the Property Manager.

PLEASE DO NOT BEGIN ANY PROJECT WITHOUT COMMITTEE AND BOARD APPROVAL.

Request: (Please attach a sketch or drawing to clarify request. Also, it is recommended that you notify your surrounding neighbors of your planned project. Use back of sheet if necessary)

Funding: Request that funding be at the expense of:

_____ Homeowner _____ Innisfree HOA

Estimated Start Date: _____ Estimated Completion Date: _____

Once a request is approved by the committee and the Innisfree Board of Directors, Owners are expected to complete the project within a one-year period. Should the project not be executed according to the approved plans, the Owner will be required to make the corrections within a specified period of time at their expense or the Association will make the repairs at the Owner's expense.

Owner's Signature and Acknowledgement: _____

Submit completed for to the appropriate person noted below:

Frank Powell, Chair
Maintenance/Architectural Committee
1 Innisfree
Phone: 919-401-3491
Email: bpowell38@nc.rr.com

Dianne Higgins, Chair
Landscape Committee
36 Innisfree
Phone: 919-480-0069
Email: dhiggins1010@gmail.com

Date Plan Approved: _____

By: _____