

**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 20<sup>th</sup> 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:**

**Doug Ondrak, Chair**  
**Maintenance/Architectural Committee**  
**3 Innisfree**  
**Phone: 607-591-9076**  
**Email: ondrakddo@gmail.com**

**Allen Linthicum, Chair**  
**Landscape Committee**  
**9 Innisfree**  
**Phone: 919-452-4449**  
**Email: allen@ricesglasscompany.com**

Date Plan Approved: \_\_\_\_\_

By: \_\_\_\_\_