

TOMAHAWK CREEK

Improvement Application

An application form must be submitted for construction, modification, or addition to the exterior of your building or grounds. Review the [Architectural Standards Guidelines, Rules and Regulations and the Declaration and Bylaws](#) for details.

The object of requiring a homeowner to file an improvement application is to insure that your improvement conforms to the Home Owners Association's Declaration, enhances the beauty of the community, maintains the architectural integrity of the community and in no way inconveniences any homeowners.

Homeowner Name:

Address:

Phone:

Email:

Describe Requested Improvement:

(Manufacturer specifications and related documentation is required on the exact product you are asking approval of. Include as much detail as possible.)

Company Name:

Thirty (30) days required for approval by the ASC and TCC Board.

By submitting this application, you acknowledge you are aware of the Rules and Regulations, Architectural Guidelines of TCC and the Declaration and Bylaws, which call for penalties and or suspension of all the general common element facilities for proceeding without approval. Any installation or construction done without approval must be removed at the homeowner's expense.

This improvement in no way encroaches on TCC community areas. I agree to abide by the rules established and referenced by the ASC and will be **solely liable for any maintenance required or damages resulting from this improvement** which will be completed within 30 days of initiating the project, and I agree to obtain all licenses and or permits required.

It is the homeowner's responsibility to contact office within **24** hours of work completion so ARC can inspect and if they fail to do that and the ARC committee finds them in violation the homeowner will be responsible to correct the violation and pay any fees associated to the violation.

Special details or provisions for ARC approval in addition to all the governing documents:

- The windows must be white with the approved number of Colonial style grids for each window size.
- The windows to be Low-E.
- The exterior window trim must not be altered.
- The window screens must be on the lower portion of the window only.
- The screen must be light gray.

Please accept any [list of vendors](#) as a service to you. A vendor is on the list due to good experience with the Association and compliance with construction standards. The referral should not be viewed as an assurance, guarantee, or a recommendation of their service. You should check the experience, insurance, expertise, pricing, compliance with Association requirements, and licensure of all vendors, including those the Association might refer you to. You are free to choose any vendor you wish, without regard to the referral list. You should know that the relationship you have with the vendor is between you and the vendor and the Association is not part of that relationship.

Homeowner Signature: _____ Date: _____

ASC/Board Use	
Date Received by ASC/Board: _____	Received by: _____
Approved Denied (Circle one) Date: _____	Approved by: _____
Date letter sent to homeowner: _____	
ARC Members Completion Approval Signature: _____	