

# REQUEST FOR TRUSTEES' OR DIRECTORS' APPROVAL

(This form MUST accompany all requests)

Date \_\_\_\_\_ Lot # \_\_\_\_\_ Subdivision \_\_\_\_\_

Owner(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

This request is for:

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For consideration, all submissions must include the following information:

- Type of material used
- Actual drawing of item with specifications/dimensions
- Mortgage Inspection Report or Stake Survey showing the location of the proposed submission in relation to the home.
- A description as accurate as possible. (Pictures and drawings are always helpful)

Please read your Indentures prior to submitting any requests. This can save both time and expense.

Trustees' or Directors' approvals are based on style, type, size and location of requested additions. Where any question(s) exist, the Indentures will be used as the determining guide, except in the case of the Architectural Control Committee, whose determination will be final. Under no circumstances does Trustees' or Directors' approvals indicate full authorization. All homeowners submitting requests should get the necessary governmental (city and/or county planning and building commissions) authorization for all planned work.

If you proceed with work without getting all necessary approvals, you may be subject to legal proceedings as well as having to remove any unauthorized improvements.

Formal written approval may take up to 45 days. Please allow enough time prior to onset of work.

\_\_\_\_\_  
Homeowner's Signature Homeowner's Signature

Unless you are notified otherwise, this request form along with all pertinent information should be mailed to:

Turtle Creek Homeowner's Association  
Architectural Control Committee  
1226 Cypress Point Drive  
O'Fallon, MO 63366

✦ Send to Bob Evans @ bobandkathy8@centurylink.net ✦

This request is:

- Approved
- Denied (reasons outlined below)

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Board of Trustees/Board of Directors

Board of Trustees/Board of Directors

\_\_\_\_\_  
Signature

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Signature