

# WESTMINISTER

## HOMEOWNERS ASSOCIATION

### REQUEST FOR ASSOCIATION APPROVAL

This form is designed to make the Request for Approval Process quick and easy for you and the Association. Project details must be submitted with this form to expedite the Association's review. Be sure to keep a copy of this request form and attachments for your records. Once you have filled out and signed the form you may email, drop off or mail it to the WHOA board. All board members contact information is located at <https://www.westministerhoa.org/>  
**YOUR APPLICATION MAY BE DELAYED AND/OR DISAPPROVED IF IT IS INCOMPLETE OR CANNOT BE UNDERSTOOD.**

<b>Please fill out the entire form.</b>	DATE: ____ / ____ / ____
ADDRESS: _____	
OWNERS NAME: _____	
HOME PHONE: (____) _____	WORK (DAY TIME) PHONE: (____) _____
MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____	

**NOTE:** It is the **homeowner's responsibility** to acquire all necessary Association approvals, city permits and inspections. Before digging or excavating anywhere in your yard, call gas, power, telephone and cable companies for staking of the location of distribution and service lines. Some lines are located in easements and some are not. All maintenance, repairs and/or replacement of modifications become the responsibility of the homeowner. Homeowner is responsible for any and all common grounds or other property damage, debris removal, clean-up, and legal actions, which may occur by proceeding with this project. An inspection of the completed modification may be conducted by the Association to insure compliance with all appropriate restrictions and with reasonable standards of quality and aesthetics.

**DESCRIPTION**

Provide the following information (if applicable) with your request: [Hand drawn sketches (to scale) can be used]

- Property plat plan showing the location of the project in relation to your home and property lines.
- Plan view (from above) showing details and dimensions.
- Elevation views (from the side) showing details and dimensions/style of alteration.
- Location and types of trees, bushes and/or planting materials used.
- Photo or sample of color(s) and type(s) of materials to be used.

**Response Time**

The Board will act upon this request within 15 days in a non-peak season and contact homeowner regarding their decision(s). Approval of application usually takes no longer than (30) days, from date of receipt. If you do not hear back within 15 days please contact any of the WHOA board members.  
**Homeowner agrees not to begin property changes or improvements until the approval is received from the Board.**

X _____	Estimated Start Date: ____ / ____ / ____
<i>Signature of Homeowner</i>	Estimated Completion Date: ____ / ____ / ____

Please complete and return to: Westminister Homeowners Association Board of Directors  
 E-mail: [westministerhoamacomb@gmail.com](mailto:westministerhoamacomb@gmail.com)  
 Web Site: <https://www.westministerhoa.org/contact-us>

<b>FOR AUTHORIZATION APPROVAL USE ONLY</b>				Date: ____ / ____ / ____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled	<input type="checkbox"/> Conditionally Approved	Board Authorization _____
Comments: _____				