

# Woodland Reserve Community Association, Inc.

## Architectural Change Request Form

All requests must be reviewed by the Design and Development Review Committee, prior to commencing any changes or modifications. Please review the Association Covenants, Conditions, & Restrictions document.

This form should be submitted to the Woodland Reserve Community Association Design & Development Committee (DDRC). All requests should be submitted in writing for approval at least twenty (20) days in advance for review by the committee. **Please refer to the guidelines on the back of this page.**

**Please email the completed form and supporting attachments to carolfoiles@gmail.com, or mail to Carol Foiles, DDRC Chairman, 9009 Chestnut St, Lenexa, KS 66220**

Homeowner's Name: \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Homeowner Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**Type of change to be made: Please circle each item to be changed or added:**

Roof	Siding	Swimming Pool
Painting	Satellite Dish	Hot Tub
Gazebo	Landscaping	Deck
Driveway	Basketball Goal	Swing Set/Play Equipment

**Fencing for pools (no other fencing will be approved)**

Other \_\_\_\_\_

**Brief description of the change to be made.** Include size, height, and location on property  
Estimated start date \_\_\_\_\_. Number of days to complete job \_\_\_\_\_.

**A photograph, sketch or architectural drawing must be attached for additions, decks, gazebos or other constructed changes. Sample of materials or paint chips, color number and brand is required.**

*(For example, Base color: Sherwin Williams, Beige 5555 Trim: SW Smoke 6666)*

**Note: A reasonably accurate color photo of paint chips is acceptable.**

**Photograph or sketch attached? Yes No**

DDRC: Approved Disapproved

Approved if following changes are made to request:

Date Received: \_\_\_\_\_ DDRC Chairman \_\_\_\_\_ Date \_\_\_\_\_  
*Printed Name*

DDRC Committee Member \_\_\_\_\_ Date \_\_\_\_\_  
*Printed Name*