



All improvements must be completed within 12 months of HOA Board approval. Otherwise, approval will expire and must be resubmitted.

**Please include 2 copies of all drawings or architectural plans, if applicable.**

1. Date of Submission: \_\_\_\_\_
2. Home Owner's Name: \_\_\_\_\_
3. Unit ID and Lot #: \_\_\_\_\_ Phone Number: \_\_\_\_\_
4. Physical Address of Home: \_\_\_\_\_
5. Contact Information of contractor or business completing work: \_\_\_\_\_
6. Description of work to be completed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Projected or estimated completion date of improvement once approved by board: \_\_\_\_\_
8. List of materials to be used:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Color(s) to be used:  
\_\_\_\_\_  
\_\_\_\_\_
10. Dimensions of structure being built, if applicable:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Setbacks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Attach Plot Plan :

---

---

---

---

SESMHOA Board has APPROVED/DENIED your submission. If denied, please review below:

---

---

---

---

HOA Board Member Signature

Date

---

HOA Board Member Name Printed