



# Fox Hill Filing One

## External Modification Request Form

This form must be completed for any exterior modification including: roof, paint, new structure, major landscaping, fencing and any other modification that would be visible from the street.

Please e-mail or deliver the form to **Matt Davis** – [mjdavis340@me.com](mailto:mjdavis340@me.com) or **445 Greenwood Ln.**

<b>Request Date</b>		<b>Estimated Start Date</b>	
<b>Homeowner Name/s</b>		<b>Property Street Address</b>	
<b>Telephone#</b>		<b>E-Mail Address</b>	

I/We understand/agree I/We must receive prior written or e-mailed approval from the HOA board to proceed with the modification. I/We understand approval does not constitute City of Longmont local building and planning department approval, and I/We may be required to obtain a building permit for the project. I/We agree to complete the modification as promptly as is possible for the project after receiving approval.

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

This section is to be completed by the HOA board. The decision shall be made as soon as possible and no longer than 30 calendar days after receiving the request.

**Approved**       **Approved with Conditions**       **Not Approved**

Approval conditions or Not Approved comments:

The HOA approval process occurs via e-mail and a record of the process and approving members is retained by the board. The following HOA board members approved this request.

**Date Approved** \_\_\_\_\_

