

**SUNNYSIDE HEIGHTS 2017 HOA - PROJECT REQUEST APPLICATION**

Please complete form for Community Board of Directors Approval

DATE: \_\_\_\_\_

Property Address: \_\_\_\_\_

Approved: Yes	No
Date: _____	

Office only

Property Owner: \_\_\_\_\_

\_\_\_\_\_ Contact Person

\_\_\_\_\_ Contact Email:

\_\_\_\_\_ Contact Phone #:

REQUEST TO BOARD OF DIRECTORS:

Proposed Date to Start: \_\_\_\_\_

Estimated Time of Completion: \_\_\_\_\_

Painting: \_\_\_\_\_

*Area to be Painted*

*Paint Color, Brand and #*

*Colors must be similar to current homes. Please provide paint samples for BOD approval.*

Improvements: \_\_\_\_\_

Permit(s) Needed?: \_\_\_\_\_

*Details of Project - Interior / Exterior*

*Please provide design for approval*

Fence: \_\_\_\_\_

*Type and Pattern of Fencing*

*Please provide design for approval*

Landscaping: \_\_\_\_\_

*Details of Project*

*Please provide design for approval*

Other: \_\_\_\_\_

*Details of Project*

*Please provide design for approval*

Additional Information: \_\_\_\_\_

*Northfield Properties, Inc will complete below.*

Date Received:	_____	BOD:	_____	Approved:	_____
Date to	Return	Date to	Assigned		
BOD:	from BOD	Owner:	PM:		
	_____		_____		
Neighbors Approval:	Yes	No	Address(es):	_____	

**SUNNYSIDE HEIGHTS 2017 HOA PROJECT REQUEST APPLICATION**

Please complete form for Neighbor(s) Approval when applicable and effecting others

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DATE: \_\_\_\_\_

Your Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Contact Person

Contact Email: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

*If you feel comfortable please get complete, for Property Manager to Coordinate, check here*

REQUEST TO NEIGHBOR(S):

Proposed Date to Start: \_\_\_\_\_

Estimated Time of Completion: \_\_\_\_\_

Neighbor 1 Property Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Neighbor 2 Property Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Project Description: \_\_\_\_\_

Any Neighbor(s) 1

Concerns: \_\_\_\_\_

2 \_\_\_\_\_

Neighbor 1 Approved: \_\_\_\_\_

Name and/or Signature

Date Approved: \_\_\_\_\_

Contacted by email or phone?: \_\_\_\_\_

Neighbor 2 Approved: \_\_\_\_\_

Name and/or Signature

Date Approved: \_\_\_\_\_

Contacted by email or phone?: \_\_\_\_\_

Attach approval(s) via email \_\_\_\_\_

Confirmed Approval by: \_\_\_\_\_

*Northfield Properties, Inc.*

Date Confirmed: \_\_\_\_\_