

**GINGER WOODS PROPERTY OWNER'S ASSOCIATION  
EXTERIOR ALTERATIONS APPLICATION**

Name: \_\_\_\_\_ Phone \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Date Submitted \_\_\_\_\_ Lot # \_\_\_\_\_

**CONTRACTOR NAME:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**I am requesting the following Modification(s) to my property:**

Exterior Paint Color     Exterior Siding Change     Fence     Driveway

Roof Replacement     Gazebo/ Fireplace/ Grill     Deck/Patio

Other (Describe) \_\_\_\_\_

**If this application is for a fence, please complete the following;**

**I hereby acknowledge that dogs are not to be left outside unattended and that my neighbors are entitled to the quiet enjoyment of their homes. I certify that if we have a dog(s) now or acquire a dog(s) in the future that the fenced area will not be used as a pen for unattended pets.**

**Signature** \_\_\_\_\_ **date** \_\_\_\_\_

Start Date of Project: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**SUBMITTING THIS FORM DOES NOT GIVE YOU AUTHORITY TO PROCEED WITH WORK.  
You must allow up to 45 days after submission of all required documents for approval.**

All approved modification projects must be started within one year of receiving provisional approval from the DRC. If work has not started, approval authorization will expire. If there are any alterations in the previously approved modification, you must resubmit the application.

Submitting this form does not relieve you of complying with appropriate city regulations and/or obtaining the necessary permits. Approval of your project by the Design Review Committee is based on guideline compliance only and does not imply that a project is structurally safe, sound or in compliance with governmental regulations. The homeowner is responsible for any resulting drainage problems caused by this modification on his and/or adjacent lots. Please remember to contact J.U.L.I.E. (1-800-892-0123) prior to the start of any digging to help protect against damage to utilities. Any damage to utilities is the responsibility of the homeowner.

*All work shall be completed in a professional manner with the quality of the workmanship following the current standards of the industry and to be constructed in a manner that is in keeping with the character of craftsmanship set forth within the Community-wide standards.*

**Thank you for complying with the Design Review Committee Guidelines.**

**You will be notified by email when your completed application has been received**

**CHECKLIST OF REQUIRED INFORMATION**

- \_\_\_ Color samples  
(siding, trim, doors, shutter, garage door)
- \_\_\_ Product samples and/or literature  
(roofing, siding, driveway)
- \_\_\_ Elevations/drawings/schematics, designating material placement
- \_\_\_ Plat of survey showing all existing and proposed structures
- \_\_\_ Name and telephone number of professional contractor(s) providing services

All drawings and paperwork become part of the permanent homeowner's file that is maintained by the Association and will not be returned. Any sample materials will be returned upon homeowner's request.

Email completed packet to [kelly.henry@realmanage.com](mailto:kelly.henry@realmanage.com)

**OFFICE USE ONLY:**

Application complete? YES \_\_\_ NO \_\_\_

Date Received \_\_\_\_\_ Homeowner notified \_\_\_\_\_

Assessments current? YES \_\_\_ NO \_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Approved w/modifications

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