

REQUEST FOR NEW ROOFING

PLEASE READ THE STANDARDS/GUIDELINES BEFORE COMPLETING THE MODIFICATION FORM

The Modification Form is to be submitted for **ANY and ALL** exterior modifications to your home or property. This also includes landscaping and removal or planting of trees or shrubs. Completed form is to be returned to the office.

NO work is to be started until the homeowner receives an Approved Permit, which is to be displayed in a front window of your home.

Architectural Standards/Guidelines

The purpose of the Architectural Committee is to uphold covenants and restrictions relating to home improvements in our neighborhood. The committee is responsible for maintaining an appropriate color palate, peripheral structures and overall look and feel of our community. All liability for any modification is solely the homeowner(s)' responsibility.

The process for modifying your property is as follows:

- Begin with the submission of the Exterior Modification Form.
- The Committee will review the request and the resident will be notified of the approval or denial.
- If approved, residents must display the APPROVAL form in front window and may begin work.
- If denied, there are two courses of action for the homeowner.
 - First, the homeowner may choose to select an alternative material, color or whatever is applicable to the particular circumstance and submit a new modification form to the Architectural Committee.
 - Secondly, the homeowner may appeal the Architectural Committee's decision to the LHE Board of Directors. The Board shall review the Architectural Committee's decision and either support or overturn it.

Note: The Board's decision is the final word on the issue.

From the time you submit the request, please allow 7 days or more for approval.

WORK CANNOT BEGIN UNTIL YOU HAVE APPROVAL.

Please call chairperson, Karen Mitchell at 608-790-4331 or anyone on the committee if you have any questions.

LAKE HENRY ESTATES
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Roofing: Regular asphalt or architectural asphalt shingles will be the only type permitted, no tile or metal roofing.

Condition for approval: The property owner will ensure the street; sidewalk, driveway and curbing around the property will remain clean and clear of all debris and materials on a daily basis during the entire length of this project. It is also the homeowner's responsibility to repair any damage incurred to personal and community property from these projects within two (2) weeks.

_____ **I have read and understand the modification form. Please initial on the line.**

Please Print Name: _____

Address: _____ Phone: _____

Proposed Alteration: (Description)—Type of roofing material and color:

Contractor or person performing the modification: _____

Starting Date: _____ Completion Date: _____

Signature of resident: _____

Review by Architectural Committee

Date: _____ Signature: _____

Approved: _____

Denied for the following reason: _____

Appeal to Board

Date: _____ Signature: _____

Board Approved: _____ Board Denied: _____

Approval is for this request ONLY; No additional work is allowed without another request.

If this form is incomplete or illegible, expect delays.

THIS REQUEST FOR EXTERIOR MODIFICATION IS VALID FOR 90 DAYS