

SPRINGHURST HOMEOWNERS' ASSOCIATION

REQUEST FOR DIRECTOR APPROVAL

This form **MUST** accompany all requests

Date: _____ Lot #: _____ Address: _____

Circle One: Rowhome Townhome Single Family Home

Owner(s): _____ Phone: _____

E-mail: _____

This request is for: _____

For approval, all submissions must include the following information:

- Type of material used – color photos of materials.**
- Actual drawing of item with specifications & dimensions.**
- Plot plan showing the location of the proposed submission in relation to the home – the Official County Plot Plan**
- A description as accurate as possible. Color photos of materials & drawing(s) are always helpful.**

1. Please read your Indentures prior to submitting any requests. This can save both time and expense.
2. Trustees' or Directors' approvals are based on style, type, size, and location of requested additions. Where any question (s) exist, the Indentures will be used as the determining guide, except in the case of Architectural Control Committees whose determination will be final.
3. Under no circumstances do Trustees' or Directors' approvals indicate full authorization. All Homeowners submitting requests should get the necessary Governmental (city and/or county planning and building commissions') authorization for all planned work.
4. If you proceed with work without getting all necessary approvals, you may be subject to legal proceedings as well as having to remove any unauthorized improvements.
5. Formal written approval may take up to 45 days. Please allow enough time prior to onset of work.

Homeowner's Signature

Unless you are notified otherwise, this request form along with all pertinent information should be mailed or emailed to:

Springhurst Homeowners Association
c/o CPM
242 Old Sulphur Spring Road
Manchester, MO 63021
Email – customerservice@cpmgateway.com

Signature – Director of the Board

Date