WINGHAVEN RESIDENTIAL OWNERS' ASSOCIATION
REQUEST FOR TRUSTEES' OR DIRECTORS' APPROVAL
This form MUST accompany all requests

ARCHITECTURAL COMMITTEE MEETS ONCE A MONTH ON THE 1ST WEDNESDAY OF THE MONTH
Requests submitted the day of the meeting will not be placed on the Agenda. Requests must be submitted at least one day prior to the meeting date, requests received after that will be reviewed at the next month's meeting.

Date _____ Lot #_____ Subdivision_____
Owner (s) _____ Phone _____
Fax _____
Address _____ Zip Code _____
This request is for: _____
_____
_____
For consideration, all submissions must include the following information:
( ) Type of material used.
( ) Actual drawing of item with specifications/dimensions.
( ) Plot Plan showing the location of the proposed submission in relation to the home.
( ) A description as accurate as possible. Pictures and 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 30 days. Please allow enough time prior to onset of work.
6. Construction identification signs such as those used by contractors and placed in the homeowner's yard are allowed only during the duration of the length of the project.

_____
Homeowner's Signature

Estimated start date: _____ **Estimated finish date**: _____

Unless you are notified otherwise, this request form along with all pertinent information should be mailed to:
Community Managers Associates, Inc.
14323 South Outer 40 Rd., Suite 301N
Chesterfield, MO 63017
Fax: 314-878-2773 Phone: 314-878-0025

This request is:
( ) Approved ***Construction must commence and be completed within one (1) year from date of approval. If the construction being approved is to address a violation, the resident shall have 30 days from approval to complete the project. Once construction is commenced, it shall be diligently pursued to completion***.
( ) Denied If denied, the following are the reasons:_____
_____
_____

_____ _____
Board of Trustees/Board of Directors Date