

# Villages at Maxwell Creek Homeowners Association, Inc.

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## Architectural Alteration / Change Request Form

Additional pages may be included by owner or contractor if more room is needed than this form allows.

Address: \_\_\_\_\_ Telephone # \_\_\_\_\_ email: \_\_\_\_\_

Submitted By Home Owner or Contractor: \_\_\_\_\_

Description of Proposed Alteration / Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Location: \_\_\_\_\_

Proposed Elevation / Shape / Dimensions / Exterior Color Plans: \_\_\_\_\_

\_\_\_\_\_

Type and Color of Material Used: \_\_\_\_\_

Plans Attached: YES\_\_\_ NO\_\_\_ Copy of City or other Governmental Permits Attached: YES\_\_\_ NO\_\_\_

Date Submitted: \_\_\_\_\_ Date Work to Begin: \_\_\_\_\_ Estimated Completion Time: \_\_\_\_\_

Have you notified your adjacent neighbors of your proposed work plans/schedules: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ other contact info: \_\_\_\_\_

### ***Attach Contractor Estimate/Plans and Accord 25 General Liability Insurance Form***

Please mail this completed form to: **Villages at Maxwell Creek HOA  
P.O. Box 2354  
Allen, TX 75013**

**Or email to: [officers@maxwellcreek.org](mailto:officers@maxwellcreek.org)**

This Form Will Be Reviewed By The Architectural Committee and/or Board of Directors. Please Allow 10-14 Business Days For A Response or **Request Expediting**. Owner may file an appeal by notifying the HOA Board of Directors in writing within 30 days of receipt of this ruling

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### **Below For Architectural Committee Use**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_  
Name and Title Date

Comments: \_\_\_\_\_

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