

**THE HAMPTONS AT MAPLEWOOD
ARCHITECTURAL CONTROL COMMITTEE (ACC)
REQUEST FOR ALTERATION OR MAINTENANCE**

To be completed by Homeowner:

Date Originated:	Date Received: by HOA	Received for HOA By:
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Homeowner Name:	Telephone#:
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Unit Address:	Lot#
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Proposed alteration or maintenance:

Construction, installation, alterations and colors shall be in strict accordance with the approved drawings and notes on the drawings. Approval of this request is contingent upon your (owner's) acceptance of total responsibility for the repair of any and all damage which may occur to existing landscaping, irrigation systems, drainage, concrete drives and walks, fences, walls, electrical and electronic lines or equipment and any external portion of your/any residence in the process, or as a result of said alteration or maintenance. Remedial work, if required, shall be completed within 10 days of inspection and notification to the owner of any remedial requirements. Further, you will remedy in a timely manner and to the sole satisfaction of the Association, all grievances which may be forthcoming as a result of this work. Commencement of the alteration or maintenance constitutes acceptance of these conditions.

Contractor Name/Address/Telephone:	Contractor License#
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Proposed Start Date:	Expected Completion Date:
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It is the owner's responsibility to notify the Association of completion of the above work so that ACC inspection may be scheduled. The ACC requires three sets of drawings. For physical alteration such as additions, patios, pools, etc. each set shall contain a survey/plot plan, drawings, and sketches of the proposed improvement. One set stays in your folder at the Association. The TOJ requires two sets for your contractor to apply for your building permit and the Association will note approval on two sets and return to you for TOJ permit application.

I HAVE READ THE ABOVE AND UNDERSTAND MY RESPONSIBILITIES

Homeowner Signature:	Date:	Contractor Signature:	Date:
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TO BE COMPLETED BY THE ACC

Approved:	Denied:	Signature:	Date:
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Major Addition Supplement is applicable to this request: (Must be executed by owner/contractor prior to approval)

Approval Comments/

Date Inspection Request Received:	Inspection Date:	Inspected By:
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Inspection Results & Remedial Action Required: