

# Brookridge HOA Home Improvement Request Form

## January 2026

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Any modifications to the exterior of your home or lot require HOA Board review and approval **prior to** replacement or modification of existing structures. Please read the HOA Rules and Regulations prior to submission of your request. See attached. *Please know it is the Board's responsibility to ensure conformity with existing neighborhood styles and designs, especially areas of the lot or home that are visible from the street or to adjacent neighbors.*

**Instructions:** Along with completion of this form please provide the following descriptions or items, and send by email to [amber@russellpm.com](mailto:amber@russellpm.com). Provide written descriptions on page 2.

### **My proposed replacement or modification involves:**

#### **— Fencing.**

- A detailed plan that includes the height, length, width, material, color, and design of the proposed improvements. City ordinance prohibits fences taller than eight feet on the sides and the back of the home.
- A property site/plat map showing the location of the proposed improvement. Picture(s) showing the existing structure and location of the requested change on your property. Fencing should be located at least two feet on each side and back from the property line. The Board's goal is to ensure a minimum space of four feet between fences to facilitate landscaping services.

**— Front door.** Please describe the material, style, and color.

**— Roof.** Please describe the shingle make, style, and color.

**— Siding.** Please describe the material and color.

**— Shutters.** Please describe the material, style, and color.

**— Trim.** Please describe material and color.

**— Garage door.** Please describe material, style, and color.

**— Landscaping.** What part of the yard?  Front,  Back,  Side  
Please describe requested modifications. If refreshing mulch, it should be chocolate cypress mulch.

**— Other.** Please describe. \_\_\_\_\_

**Who is doing the proposed project?**  Myself,   
Contractor/Handyman,  Landscaper

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Contractor Name and Phone Number:

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**Description:** Briefly describe the proposed improvement as noted above, including proposed project start date and completion date, and include feedback from side and back neighbors as to their view of the impact of your proposed improvements.

**Acknowledgement:** I understand the Brookridge HOA Board (BRHOA) will act on this request and contact me in writing within 30 days of receipt of this request. I agree not to begin work on this improvement without written approval from the BRHOA Board. Written approval includes email notification of board decision(s).

I understand I may be requested to meet with the Board for better understanding of the proposed project. Board members are permitted to view my exterior home or lot where proposed changes are being made. The Board reserves the right to ask requester to gather feedback in writing from impacted, adjacent neighbors. Neighbor feedback can be submitted directly to the board via [amber@russellpm.com](mailto:amber@russellpm.com).

I understand if any change is made without Board approval, I may be required to remove the change from my property. I also understand all construction must comply with the Association governing documents and city/county codes. The BRHOA Board does not override the city/county codes and the approval from the BRHOA Board is not an approval by the city/county. I agree to obtain necessary city/county permits prior to commencement of any work.

I understand failure to start or complete the improvement within 90 days from the Board approval date shall result in withdrawal of approval unless an extension is requested and approval is provided in writing.

I understand that approvals for seasonal (annual) modifications expire 9 months from the date of approval.

I agree not to alter existing drainage patterns on my lot without express approval of the Board.

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I understand an approval by the BRHOA Board is not a guarantee of structural safety or engineering soundness.

I understand that failure to comply with all items explained in this agreement will result in withdrawal of this approval.

I understand that by signing this form I agree to all terms within this agreement.

Signed by Owner \_\_\_\_\_ Date \_\_\_\_\_