

# SUNSET RIDGE TOWNHOMES

## Home Improvement Request

[Revised: 04/12/2017]

### GENERAL—

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (cell or home)  
Unit #: \_\_\_\_\_ Elk Head Range Road Email: \_\_\_\_\_

### PROJECT [check only ONE (1)]—

- |  |  |
|--|--|
| <input type="checkbox"/> Awning                                  | <input type="checkbox"/> Gutters & Downspouts                          |
| <input type="checkbox"/> Central Air Conditioning System         | <input type="checkbox"/> Landscape Changes                             |
| <input type="checkbox"/> Courtyard Gate                          | <input type="checkbox"/> Roll-up Garage Doors                          |
| <input type="checkbox"/> Courtyard Screening (of iron grillwork) | <input type="checkbox"/> Skylights                                     |
| <input type="checkbox"/> Fence Replacement                       | <input type="checkbox"/> Storm/Screen/Security Doors                   |
| <input type="checkbox"/> Front Entry Door                        | <input type="checkbox"/> Window Replacement                            |
|  | <input type="checkbox"/> Other (attached separate Project Description) |

### SCHEDULE—

Proposed Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Anticipated Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### ACKNOWLEDGMENT—

Homeowner acknowledges that they have reviewed and accept the current Architectural Standard for the desired Home Improvement Project. Architectural Standards are available for download at: <http://www.sunsetridgetownhouse.com/7.html>. **It is the Homeowner's responsibility to submit all documentation required by the standard with this form; to perform work which meets or exceeds the related standard; and, if hiring a Contractor for the desired work, to provide a copy of the related Standard to the Contractor.**

**DO NOT START WORK PRIOR TO RECEIVING WRITTEN APPROVAL FOR THE REQUESTED IMPROVEMENT.** The maximum time allowed for completion of the work is 1 year from Date of Approval.

### SUBMITTED—

I understand and will comply with the conditions above.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Homeowner

After review of related standard, completion of this form and preparation of required documents, submit complete package to WSPS. Email: [phil@wsps.net](mailto:phil@wsps.net). Mail: 9145 E Kenyon Ave, #100, Denver, CO 80237.

### ACTION TAKEN—

\_\_\_\_ Approved \_\_\_\_ Conditionally Approved\* \_\_\_\_ Disapproved\* [\*See attached

conditions/rationale] Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Board of Directors/Managing Agent

Project Reference # (if approved)\*: AR-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
[\*AR-Unit #-Year-Month-Day]