

**Tuscany Reserve Community Association
Design Review Committee**

Change Request Form

All homeowners are asked to submit their Architectural Change Request Form by going to the website below to complete the form:

<https://form.jotform.com/210944701669157>

If you are unable to complete this online, you may fill out the form below and mail, fax or email. Please understand that doing so can create a delay in receipt.

MAIL: Attn: Modifications Dept, 11150 NW Ambassador Drive, STE 360, KCMO 64153,

FAX: 816-454-0661.

EMAIL: modifications@fsresidential.com

IMPORTANT: If you are unable to complete the form online at <https://form.jotform.com/210944701669157>, you are welcome to use the form below and submit via email, fax or mail. Please understand by submitting the form below, there may be a delay in response.

Please submit your request to the Architectural Control Committee at least thirty (30) days **PRIOR** to the commencement of work. If you need a copy of the ACC Guidelines, please contact FirstService Residential or a board representative.

Submit this form to:

MAIL:

FirstService Residential, Inc., (816) 454-0661
Attn: Modifications Dept
11150 Ambassador Drive, Ste 360
Kansas City, MO 64153

FAX:

EMAIL:

modifications.csc@fsresidential.com

IMPORTANT: Please provide as much detail as possible so that the Committee Members can understand your request fully and provide a prompt response. The Architectural Review Committee has not and does not express any opinion regarding the strength, engineering design or safety of said construction project. If a building permit is required, it must be obtained from your city of residence and submitted to the Architectural Review Committee along with the request for construction of your project. It is the homeowner's responsibility to see that the project is in compliance with all building codes, zoning ordinances and other laws and regulations.

Homeowners Name: _____

Address: _____ Phone: _____

Email: _____

Project Start Date: _____

Project Start Date: _____

REQUIRED: a construction timeline must be included with this request. You may use the template on the last page or submit your own.

Note: Before submitting this request, please read your Covenants and Restrictions. This can save both time and expense. If the improvement is not addressed in the Covenants and Restrictions, the final decision will be based on type, size, style and location of requested improvement.
The Committee Members will review your request and provide a response within 30 days. If the form is incomplete or the committee requests additional information, this can extend the process time.

Will any of the following be onsite?: (check all that apply)

_____ Dumpster (from _____ to _____)
_____ Port-A-Potty (from _____ to _____)
_____ Trailer (from _____ to _____)
_____ Overnight Equipment/Tools/Supplies (from _____ to _____)

Type of change to be made: Please circle each item to be changed or added:

Roof	Siding	Swimming Pool
Exterior Paint*	Animal Shelter	Fence**
Hot Tub	Replacing Garage Doors	Windows
Landscaping	Composting	Decks
Patio	Gazebo	Driveway
Recreational Items	Exterior Doors	Antenna
Radon System	Sidewalk	Other _____

Description of the change to be made: (include details, dimensions, colors, etc)

***PAINTING REQUIREMENTS**

Areas of the exterior to be painted: _____

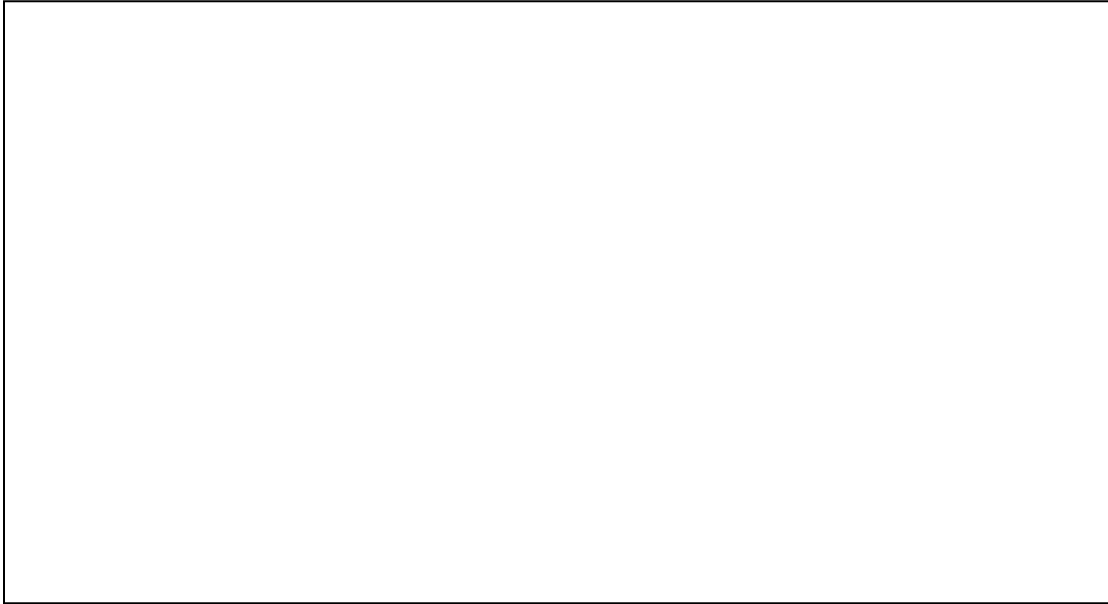
Paint Manufacturer Name: _____ Color Number(s): _____

****FENCE INSTALLATION REQUIREMENTS**

If you planning to install a new fence you need to supply the following:

Fence Color: _____ Fence Materials: _____

Provide sketch in provided box below and attach with request:

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a fence. The box is oriented horizontally and occupies a significant portion of the lower half of the page.

Provide contractor information completing the work:

NAME _____

PHONE _____

EMAIL _____

The following information must be included with the request form. Please check the box to the left to indicate the items are attached to this form

1. Construction Timeline to include start and end date
2. Type of material used. (manufacturer, color, model, etc)
3. Actual drawing of modification with specifications/dimensions as it pertains to the property lot. (ie distance from property line, distance from home, etc)
4. A description, pictures, drawings and diagrams to support the request.

By submitting the Change Request Form you agree and understand the following:

WORKMANSHIP: The quality of work should be equal to or better than originally used in the neighborhood.

PROCEDURES: Prior to the commencement of any modifications, homeowners are responsible to submit, in writing, a Change Request Form to the Architectural Control Committee.

APPLICABILITY TO HOMEOWNER: The provisions of the Declaration of Restrictions section shall be applicable to the homeowner only with respect to lots that are improved with buildings that are or have been occupied.

CONSTRUCTION TIMELINE: Homeowners will be required to submit a construction timeline, list of any onsite construction materials and/or equipment, and completion date to the DRC. The provided timeline, completion date, onsite materials/equipment, and approved modification must be adhered to by the homeowner. Should the construction be delayed due to unforeseen circumstances, the homeowner must submit a new Architectural Change Request Form with all updated information.

CITY / STATE / COUNTY: Under no circumstance does approval by the Homeowner's Association indicate full authorization. In addition, it may be necessary to obtain building permits and structural approval as required by the City and/or County. All improvements are subject to local building regulation and restrictions of record. If the homeowner proceeds without all necessary approvals, Residents may be subject to legal proceedings as well as having to remove all unauthorized improvements.

Failure to submit document to support the request can result in a delay in response from the Design Review Committee or denial of the change request. Homeowners should review the governing documents for the association to understand what changes are permitted before submitting a change request form.

Homeowner Signature (electronic or written)

Date