

# TWIN OAKS HOMEOWNERS ASSOCIATION, INC.

## REQUEST FOR APPROVAL TO MAKE EXTERIOR MODIFICATIONS

1. \_\_\_\_\_ (Approx. Date)  
**Name of owner requesting approval** **To begin modification**
2. \_\_\_\_\_ (Approx. Date)  
**Address of Unit where alteration will occur** **Completion of modification**
3. **Type of Modification:** \_\_\_\_\_ Landscape \_\_\_\_\_ Building Exterior \_\_\_\_\_ Other  
(If other, please explain): \_\_\_\_\_
4. **Location of Modification in respect to nearest unit:** \_\_\_\_\_ Front \_\_\_\_\_ Side \_\_\_\_\_ Rear  
\_\_\_\_\_ Other (please explain): \_\_\_\_\_
5. **Scope of Modification. Request:**  
Please explain in detail what you are requesting permission for; include approximate dimensions where appropriate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. **Materials to be used:**  
Describe the type of materials (including list of plant material) to be installed and/or removed and quantities of each material:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. **Optional: Signature of nearest neighbors to the right and left of your home to signify they have been made aware of this modification:** (Signatures are NOT required for approval, however, it is only to your advantage to supply the Committee as much information as possible) Note to Neighbors: Your signature indicates you have been notified of this proposed modification. If you object to this alteration, please contact the management office.  
\_\_\_\_\_  
\_\_\_\_\_
8. **Additional Information:**  
Please attach a drawing depicting the proposed modification. Include a site/plot plan, material sample, photographs, manufacturer's literature and color chip (if applicable) to help illustrate your modification.  
**Notes:** \_\_\_\_\_  
\_\_\_\_\_

**Unit Owner Signature:**

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Work Phone Number

\_\_\_\_\_  
Home Phone Number

**Return Form:**

**TWIN OAKS HOMEOWNERS ASSOCIATION, INC.**  
**c/o Community Management Group, Inc.**  
**P.O. Box 779, Wexford, PA 15090**