CROSSROADS PARK OWNERS ASSOCIATION, INC.

ARCHITECTURAL REVIEW APPLICATION

PRIOR WRITTEN APPROVAL REQUIRED. Submit before attaching, adding, replacing, or altering a Unit exterior or any Common Element. Flowers in original non-sodded areas are the only landscaping expressly allowed without prior approval. Roof access and exterior-maintenance work must be coordinated through management.

1. OWNER AND UNIT INFORMATION

Owner name(s)		**Unit address**	
Email		**Phone**	
Mailing address		**Preferred contact**	Email / Phone

2. PROPOSED CHANGE

Project type (check all that apply)

☐ Exterior alteration or addition ☐ Window or exterior door ☐ Exterior light fixture

☐ Landscaping / tree / shrub ☐ Fence / enclosure / Common Element ☐ Other exterior change

Describe the proposed work	
Exact location and dimensions	
Materials / manufacturer / model	
Colors / finishes	
Contractor and contact (if any)	
Estimated start and completion	
Common or Limited Common Element affected?	☐ No ☐ Yes ☐ Unsure

3. REQUIRED SUPPORTING INFORMATION

☐ Current photo(s) ☐ Site / location sketch ☐ Dimensions / elevations ☐ Product specifications

☐ Color / material sample ☐ Landscape plan ☐ Lighting lumens / shielding ☐ Permit details, if applicable

Attach only items applicable to the project. Incomplete submissions may be returned for additional information.

4. OWNER CERTIFICATION

By signing, I certify that this submission is accurate and understand that no work may begin until written approval is issued; the work must match the approved submission and any material change must be resubmitted; I remain responsible for permits, code compliance, contractors, damage, and restoration; and Association approval is not an engineering, safety, boundary, drainage, or code determination and does not change maintenance or repair responsibilities under the governing documents.

Owner signature(s) **Date**

5. ASSOCIATION REVIEW - BOARD OR AUTHORIZED AGENT

☐ **Approved** ☐ **Approved with conditions** ☐ Denied ☐ Additional information required

Conditions / reasons / information needed	
Reviewed by	**Date**
Title / authority	**Signature**

Submit to info@DesignHOA.com | Governing references: Rules and Regulations, Article Three, Sections 3.01-3.03; Declaration, Sections 7.01-7.02.