

# Huntington Trace Homeowners' Association, Inc.

## Request for Exterior Addition or Modification

Request From: \_\_\_\_\_ Date: \_\_\_\_\_

Local Address: \_\_\_\_\_ Acct. # \_\_\_\_\_ Phone: \_\_\_\_\_

Other Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### - - - DOCUMENT CHECKLIST - - -

*(To be submitted at time of request)*

- Please check if immediate neighbor has same paint or roof color.
- Permit                       Specifications                       Building Plans
- Details                       Vendor Information                       Photos
- Attach Paint Color Swatch(es)
- Provide Roof Material Sample

Brief Description of alteration, improvement, addition, etc.

\_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_

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

Certificate of Insurance: \_\_\_\_\_

Occupational License #: \_\_\_\_\_

### - - - HOMEOWNER'S AFFIDAVIT - - -

I have read the Deed Restrictions and Policies of Huntington Trace Homeowners' Association, Inc., and agree to abide by same. No work will commence without the written approval of the Architectural Review Committee/Board of Directors. *Work must commence within thirty (30) days of approval unless otherwise indicated and approved.*

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

.....  
**ARCHITECTURAL CONTROL COMMITTEE RECOMMENDATION**

Approved                       Denied                      Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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**FOR THE BOARD OF DIRECTORS:**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**PLEASE MAIL YOUR REQUEST TO:**

**Huntington Trace Homeowners' Association, Inc.**  
**C/O MONARCH ASSOCIATION MANAGEMENT, INC.**  
**500 Alternate 19 South - Palm Harbor, FL 34683**  
**(727) 204-4766 –admin@monarcham.com**

Received: \_\_\_\_\_

To ARC: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Final Approval: \_\_\_\_\_