ROCK BARN
COUNTRY CLUB & SPA
Walnut Ridge Homeowners Association
3791 Clubhouse Dr NE, Conover, NC 28613 – Ph: 828-459-1125 - Email: WalnutRidgeHOA2009@gmail.com

Modification Request and Approval Form

Name:_____ **Date:**_____
Address: _____
Phone: (H) _____**(W)** _____
Email:_____

Type of Modification [*Please refer to Architectural Design Guide (ADG), as this is required for modifications, when completing this form***]**
_____ **Addition** _____ **Fence** _____ **Exterior Paint** _____ **Deck** _____ **Outbuilding/Shed** _____
Porch _____ **Solar Equipment** _____ **Satellite Dish** _____ **Pool Installation** _____
Landscape Modification (describe) _____
_____
_____
_____
Other (describe) _____
_____
_____

IMPORTANT: Please attach a detailed description of the improvements or modification being requested and include the following information, if applicable:

1. Location
2. Size
3. Color
4. Material
5. Contractor
6. Copy **(required for ACC requests**) of addition and/or removal, existing new Property Survey with proposed changes and/or with new planting bed and/or edge treatment additions shown.
7. Plans/drawings
8. Roof Design
9. Exterior Finish
10. Utilities
11. Types of plants, quantities

What is the estimated start date? _____
What is the estimated completion date? _____

Homeowner is responsible to obtain building permits and schedule necessary inspections. All work must be completed within 1 year after approval. The HOA Board reserves the right to enter property to check that the project is completed after the estimated completion date. Requests for multiple changes/modifications should be submitted separately. The Walnut Ridge ACC has Thirty (30) days, from the receipt of request, not submission date, to render a decision. Homeowners will be contacted by the property manager and/or the Walnut Ridge ACC if more information is needed via phone or email that is on this request form.

Please submit the completed form to:
Walnut Ridge HOA, Bill Witmer, 4137 Ridge Dr NE, Conover, NC 28613
Or via email: Bill Witmer <bill.witmer@outlook.com>

Homeowner Signature: _____ **Date:** _____

Prior Approval By: _____ **Date:**_____

Prior Approval By: _____ **Date:**_____

Prior Approval By: _____ **Date:**_____

Completed Project Approved by: _____ **Date:** _____