



www.meadowbrookspringhill.com

REQUEST FORM FOR ARCHITECTURAL CHANGE INSTRUCTIONS

The goal of the Architectural Review Committee is to preserve and protect the property values of every homeowner. The committee is composed of your HOA board, and/or volunteer homeowners from your neighborhood. They would like to thank you for complying with the Declaration of Covenants, Conditions, and Restrictions of your Association by completing the attached application.

These instructions are included to assist you in completing the attached application. The committee reviews each application, as needed, so it is very important that they have all the required information with regard to your project, when they meet. Incomplete applications may result in disapproval and a request for you to re-file your application with the needed information. This could delay the approval of your project.

Please be as descriptive as possible when describing your improvement. The location of your project on your lot with references to all pertinent property lines will be very helpful. If you are doing work yourself, please reflect that on the supplier/contractor line. Construction materials should always be consistent with the existing structure on your property. Please reference the type, color, size, etc. when describing the materials.

When requesting approval for a fence, please refer to the guidelines in the Deed of Restrictions concerning fences before you file your application. If you cannot find your copy, one can be obtained online at www.meadowbrookspringhill.com. Reference the property lines with regard to fences.

Drawings are required for all projects. A drawing template has been included in the attachment to help you describe your project. Photographs, hand written descriptions, pages from catalogs, etc. are always welcome to assist the ARC understand your project. Once you have completed the application and attached your drawing, please forward it to hometownpm@gmail.com. To mail or deliver in person call Hometown Property Management at 931-451-5523 for further instruction. After receiving your application, the committee will review your application within thirty days. Once the committee has reviewed your project, you will be sent an approval or disapproval in writing within a few days.



www.meadowbrookspringhill.com

ARCHITECTURAL REVIEW COMMITTEE REQUEST FOR CHANGE

Property Owner: _____ Date: _____

Property Address: _____ Lot # _____

City, State, Zip: _____ Email Address _____

Cell/Other Phone: _____ Home Phone: _____

Improvement: (Complete Description)

Licensed Contractor will be used: Yes ☐ No ☐

Building permit required: Yes ☐ No ☐ If so, have you obtained: Yes ☐ No ☐

Dimensions: _____ (if applicable) Contractor Name: _____

Color: _____ (if applicable) Contractor Phone: _____

Location: _____ (on home/property) Cost of Project: _____

Construction Materials: _____

Paint/Stain Selection (if applicable): _____

(Please list the paint/stain color, manufacturer name, etc.)

All Submissions must be accompanied with the following:

- Architectural drawing and/or pictures
- Property survey/plat showing improvement(s)
- Description and samples of materials
- Evidence of government approval (permits for city and county, etc.) where applicable

NOTE: REMEMBER TO ALLOW THIRTY (30) DAYS AFTER SUBMISSION TO THE ARC.

PLEASE RETURN INFORMATION TO: Hometown Property Management. Attn: ARC Request

Address: 4922 Port Royal Rd., Unit B 8, Suite D, Spring Hill, TN 37174

Ph: 931-451-5523

Email: hometownpm@gmail.com



www.meadowbrookspringhill.com

IMPORTANT NOTICE: FOR YOUR PROTECTION, INQUIRE AND OBTAIN CITY AND/OR COUNTY PERMITS BEFORE SUBMITTING REQUESTS FOR APPROVALS TO THE ARC.

APPROVAL OF ANY STRUCTURE BY THE ARC IS IN NO WAY A CERTIFICATION THAT THE STRUCTURE HAS BEEN BUILT IN ACCORDANCE WITH ANY GOVERNMENTAL REGULATION(S) OR THAT THE STRUCTURE COMPLIES WITH SOUND BUILDING PRACTICE OR DESIGN.

NEITHER DECLARANT, THE ASSOCIATION, THE ARC, THE BOARD, NOR THE OFFICERS, DIRECTORS, MEMBERS, EMPLOYEES AND AGENTS OF ANY OF THEM SHALL BE LIABLE IN DAMAGES TO ANYONE SUBMITTING PLANS AND SPECIFICATIONS TO ANY OF THEM FOR APPROVAL, OR TO ANY OWNER OF PROPERTY AFFECTED BY THE DECLARATION BY REASON OF MISTAKE IN JUDGEMENT, NEGLIGENCE OR NONFEASANCE ARISING OUT OF OR IN CONNECTION WITH THE APPROVAL OR DISAPPROVAL OR FAILURE TO APPROVE OR DISAPPROVE ANY SUCH PLANS OR SPECIFICATIONS; NOR SHALL ANY OF THEM ASSUME LIABILITY OR RESPONSIBILITY FOR ANY DEFECT IN ANY STRUCTURE CONSTRUCTED FROM ANY SUCH PLANS AND SPECIFICATIONS.

Homeowner acknowledges that he/she has read all pages of this form:

HOMEOWNER'S SIGNATURE

HOMEOWNER'S SIGNATURE

DATE SIGNED

DATE SIGNED

INTERNAL USE

Date Recieved: ____/____/____

Recieved By: _____

Date Approved: ____/____/____

Date Denied: ____/____/____

Approval/Denial Explanation:

Architectural Review Committee Signatures:

Note: You may not begin construction on any modification until you have received a written correspondence from the Architectural Review Committee.



www.meadowbrookspringhill.com

Architectural Committee Request Sketch Form

SKETCH OUTLINE OF PROPOSED IMPROVEMENT BELOW

(Include location of property lines, house, driveway, etc. and proposed improvement)

Property Owner: _____

Property Address: _____

A large rectangular area filled with a fine grid of squares, intended for sketching the proposed improvement. The grid is approximately 30 squares wide and 40 squares high.