

Covington Woods Homeowners' Association, Inc.
Architectural Review Committee

Homeowner Request for Approval of Exterior Work

(Submit prior to start of any work)

Owner(s) Name _____ Date _____

Property Address _____

Telephone H: _____ W: _____ C: _____ E-Mail _____

1. Briefly describe the work for which approval is being requested. Include details such as color, design, dimensions, location, materials, etc.

2. Documentation required for approval. Check all attached.

Brochures Diagram/Sketch with Dimensions Plans Other _____

Actual sample of Decking Fencing Paint/Stain Color Roofing Siding

3. Estimated Start Date _____ **Estimated Completion Date** _____

You may submit your completed request using one of the following methods (check the one used):

Hand delivering to one of the co-chairs of the Architectural Review Committee

Emailing to the Covington Woods Homeowners' Association at covingtonwoods@gmail.com

Emailing to the chair of the Architectural Review Committee:

Mike Gontarek at gontarekm9@gmail.com

Mailing to the Covington Woods Homeowners' Association, Att:

Architectural Review Committee, P.O. Box 705, Guilderland, NY 12084

Note: It is the homeowner's responsibility to ensure that a mailed request has been received by the Architectural Review Committee. Please obtain and keep a Postal Service proof of mailing AND notify a committee member that the mailing has been made. The committee will acknowledge your request within one week of its receipt. Please follow-up if the acknowledgement is not received. **A response will be forthcoming within 30 days of receipt of this request.**

For Association Use

Date Received _____ Date Acknowledged _____

Reviewed By _____ Date _____

____ Additional Information/Documentation Requested Date _____

Date Determination Sent: Approved Approved with Modifications Denied

Board Action (if needed) _____ Date _____