

REQUEST FOR TRUSTEE APPROVAL

This form MUST accompany all requests

Date: _____ Address: _____

Owner: _____ Phone: _____

This request is for: _____

For approval, all submissions must include the following information:

- Type of material used (decks, additions and fences)
- Actual drawing of the item
- Plot plan showing the location of the proposed submission in relation to the home
- A description as accurate as possible (pictures and drawings are always helpful)

1. PLEASE READ YOUR INDENTURES PRIOR TO SUBMITTING ANY REQUESTS. THIS CAN SAVE BOTH TIME AND EXPENSE.
2. TRUSTEES ONLY APPROVE BASED ON STYLE, TYPE, SIZE AND LOCATION OF REQUESTED ADDITIONS. WHERE ANY QUESTION(S) EXIST, THE INDENTURES WILL BE USED AS THE DETERMINE GUIDE, EXCEPT IN THE CASE OF ARCHITECTURAL CONTROL COMMITTEES WHOSE DETERMINATION WILL BE FINAL.
3. UNDER NO CIRCUMSTANCES DOES THE TRUSTEES APPROVAL INDICATE FULL AUTHORIZATION. ANYONE SUBMITTING SHOULD GET THE NECESSARY GOVERNMENTAL (CITY AND/OR COUNTY PLANNING AND BUILDING COMMISSIONS) AUTHORIZATION FOR ALL PLANNED WORK.
4. IF YOU PROCEED WITH WORK WITHOUT GETTING ALL NECESSARY APPROVALS, YOU MAY BE SUBJECT TO LEGAL PROCEEDINGS AS WELL AS HAVING TO REMOVE ANY UNAUTHORIZED IMPROVEMENTS.

Homeowner's Signature

Unless you are notified otherwise, this request form along with all pertinent information should be mailed to:

Winding Creek Trustees
P.O. Box 545
O'Fallon, IL 62269

This request is:

- Approved
- Denied If denied, the following are the reasons: _____

Board of Trustees' Signatures