



Fox Hill Filing One

External Modification Request Form

This form must be completed for any exterior modification including: roof, paint, new structure, major landscaping, fencing and any other modification that would be visible from the street.

Please e-mail or deliver the form to:

[Marcy Stras - mstras@straslegal.com](mailto:mstras@straslegal.com), 1126 E 4th Avenue

Request Date		Estimated Start Date	
Homeowner Name/s		Property Street Address	
Telephone#		E-Mail Address	

I/We understand/agree I/We:

- Must receive prior written or e-mailed approval from the HOA board to proceed with the modification.
- Understand approval does not constitute City of Longmont local building and planning department approval, and I/We may be required to obtain a building permit for the project.
- Agree to complete the modification as promptly as is possible for the project after receiving approval. If the project completion goes over 6 months beyond the approval date, the project must be re-submitted for HOA approval.

Homeowner Signature: _____ **Date:** _____

This section is to be completed by the HOA board. The decision shall be made as soon as possible.

Approved: Approved with Conditions: Not Approved:

Approval Conditions or Not Approved Comments:

Approval (Signature): _____ Date: _____

Approving Officer Title: _____



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External Modification Request Description

Person or Company Performing the work: _____

Please be as specific as possible. Attach applicable drawings, diagrams, color samples pictures or website links. If this is a roof or fencing request, review the "Roofing Policy", "Good Neighbor Fence Policy" and/or the "3rd Ave and Pace Street Fencing FAQs" on the HOA website. (Please use additional paper/form if necessary.)