Westwind Homeowners Association

Exterior Modification Request Form

PROPERTY & HOMEOWNER INFORMATION

PROPERTY ADDRESS

HOMEOWNER NAME

REQUEST DATE

PHONE

EMAIL

REQUESTED MODIFICATION

TYPE OF MODIFICATION

DESCRIPTION (materials, colors, dimensions, location on property)

MATERIALS / COLOR

CONTRACTOR (if any)

PROPOSED START / COMPLETION DATES

ATTACHMENTS INCLUDED

- [ ] Sketch or site plan
- [ ] Photos of the area
- [ ] Material / color samples
- [ ] Contractor estimate

HOMEOWNER SIGNATURE

SIGNATURE

DATE

Submit to the ACC by email to westwindhomeownersassoc@gmail.com, or mail to Westwind HOA, 8100 Mountain Laurel Lane, Gaithersburg, MD 20879.

Westwind Homeowners Association

ACC Decision — For Board Use Only

ARCHITECTURAL CONTROL COMMITTEE DECISION

☐ Approved ☐ Approved with conditions ☐ Denied

COMMENTS / CONDITIONS

ACC SIGNATURE

DECISION DATE

WHAT HAPPENS NEXT

- If approved, keep a copy of this form for your records — the ACC may ask to see it again at resale.
- If approved with conditions, review the comments above carefully before starting work.
- If denied, you may revise and resubmit, or contact the ACC with questions.