



## NEWSLETTER

January, 2018

P.O. Box 361065 Strongsville, OH 44136 440-638-4304

### Annual Meeting Thursday, January 18th

Join us at the clubhouse for the 2018 Annual meeting on **THURSDAY, JANUARY 18**, at 8:00 p.m. Trustee election ballots may be turned in and dues payments will be accepted. Association trustees will report on activities and projects completed in 2017 and plans for 2018, as well as other items of business. Reports will be given by trustees about 2018 plans for work on the pool and future dues increases. There will also be an officer from the Strongsville Police Department to talk about Block Watch programs and time is set aside for resident questions. Ballots for the proposed Vision 2020 changes to the ByLaws will also be accepted at the meeting. You can find the ballot and information about proposed ByLaw changes on our website ([www.hpohio.com](http://www.hpohio.com)) under the tab "Vision 2020".

A "**WELCOME TO HIGH POINT**" program will be held for new residents before the annual meeting on Thursday, January 18. This informational meeting begins at 7:30 p.m. at the clubhouse. Get your questions about High Point answered and meet new neighbors. Reservations are not needed.

### 31<sup>st</sup> Annual Easter Egg Scramble

***Sunday, March 25th at 2:00 p.m.***

Come celebrate spring at our 31st Annual Easter Egg Scramble. **Mark your calendars now, because there will not be another newsletter before this event.** Thousands of brightly colored eggs will be scattered for children to gather. **Each age group is run one at a time** (separate groups take only a few minutes each) on **Sunday, March 25**, beginning at 2:00 p.m. Don't be late and bring a bag or bucket to collect eggs. Yes, it is Palm Sunday.

Kids will have an **egg-citing** time and lots of fun. Moms, dads or grandparents must attend with participating children. Remember to wear outdoor clothes. There will be three age groups:



**Walking to 3 years old**

**4 to 6 years old**

**7 to 10 years old**



Come to the Recreation area tennis courts (please park at clubhouse and walk in). In case of very bad weather, it will be held on Saturday, March 31 at 2:00 p.m. (**Homeowner Hotline – 440-638-4304 – will have message ONLY if it is bad weather.**) Our event usually goes **very quickly**. Moms and dads can help little ones collect eggs, **but we ask parents to use good judgment in having a FUN event for all kids, NOT a contest to see who can get the most eggs.**

***See you on Sunday, March 25<sup>th</sup>!***



😊 😊 😊 *And the Winner Is....* 😊 😊 😊

In the November newsletter, inside the article about Jack Schneider retiring as a High Point trustee, there was a message inserted about a contest. Readers were asked to call the Hotline and leave their name and address to be entered in a contest for the 25<sup>th</sup> caller (one call per household) to win a FREE non-pool rental of the clubhouse. There were 334 calls. And the 25<sup>th</sup> caller was Pam Scott on Winchester Court. A list with all caller positions will be available for review at the annual meeting. Congratulations to our winner and thanks to everyone that participated in the contest.

# Vision 2020 Update

Our November newsletter described what has happened with the Vision 2020 plan to update the Association ByLaws. These changes were first proposed at the 2017 Annual Meeting. There was very little response to the third invitation to submit ballots for the proposed changes, and many were duplicates of those already received. Only one ballot per member household can be counted. An updated box score appears below with the most recent vote count. Ballots can be easily downloaded from our website (use TAB to Vision 2020) and mailed to P.O. Box 361065, Strongsville, OH 44136. Although we do not have 50% of residents yet voting, it is clear a majority of those voting agreed with the proposed changes. This continuing process and effort by the trustees will be discussed at the Annual Meeting on January 18. Association trustees feel these changes are important for the future of our association. Whether you vote for or against, please vote and send in your ballot.

## BOX SCORE ON PROPOSED CHANGES

ByLaw Amendments	Change #1	Change #2	Change #3	<i>Only one</i>
FOR	<b>174</b>	<b>172</b>	<b>168</b>	<i>ballot per</i>
AGAINST	8	10	13	<i>homeowner</i>
% of Total Members Voted	27%	27%	26%	<i>will be</i>
Needed to Pass	320	320	320	<i>counted</i>
Result	?	?	?	

**If you don't remember if you already voted, you probably didn't! Please vote.**

***Thank you to residents that sent in a ballot.***

## 10 Year Budget Forecast

High Point association trustees will discuss a number of situations impacting the 10-year rolling budget projection at the Annual Meeting on January 18. This long-range forecast is published every January in our newsletter. Residents may have noticed that for the past two years we have gone over budget in the Landscape Other Work category by more than 100%. While this has been due to significant tree removal costs that could not be avoided, this category in 2017 was also impacted by the November 5 storm. Grudgingly, we have modified the budget for Landscape Other Work (which is mostly tree removal) to double our projection going forward. Our aging development requires this.

In addition to recreation area lighting mentioned elsewhere in this newsletter, the trustees had been planning for replacement of the pool for the 2024 season. This was based on the projected 15-20 year lifespan of the "new" pool opened in 1998. We had significant repair work done in 2016 and last season proved the effectiveness of those repairs to the shell and surge tank. Our discussions with the contractor revealed that our basin (the concrete shell of the pool) was in good shape and their advice was to re-plaster the interior to get another 10 years before replacing the pool.

Trustees will be reviewing options in the coming months to re-plaster the interior of the pool with DiamondBrite with the intent that our pool would last another 9-10 years before replacement would be anticipated. Our current thinking is to do this work in the fall of 2018, as the weather in the fall is much more dependable than the spring. Residents would then have a "new" pool for the summer of 2019. That would shift a much lower expense to 2018 from a very large projected new pool expense proposed for 2023/24, but the trustees believe this makes sense as an appropriate long-term plan.

In conjunction with the above mentioned projects and the revised 10-year Forecast, the trustees have completed an update to the Asset Reserve Analysis Plan that was first prepared in 2014. This Plan can be found on our website. As this was done, the trustees realized the impact on the annual dues assessment and projections that we have provided in the past regarding when annual dues amount increases will be required. You can review the information in our long-range budget projections.

***Find the latest 10-Year Rolling Budget Forecast in this Newsletter***

## Homeowner Reminders

**Neighborhood Security** – During the winter season, visitors come into our development. Some are invited and some are not. Watch out for activity that does not seem right and call police. If neighbors are on vacation and you see someone in the house, it is usually a bad sign. If you see or hear people roaming the area late at night, a call to the police is also warranted. Vandalism, damage and theft all usually take place a night, under the cover of darkness. Police would rather respond to false alarms than not be called and complete crime reports later on. Make sure your front post light is working.

**Winter Notes** - Residents are responsible to clear sidewalks within 24 hours of a snow. Do not clear driveway aprons by pushing snow into the street, as this is a safety hazard. Snowmobiles, all-terrain vehicles or motor bikes are not permitted in the common areas or on the streets at any time.

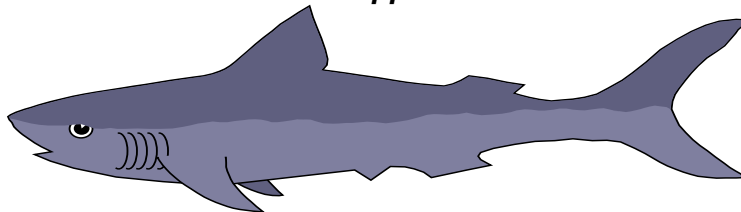
## HIGH POINT SWIM TEAM

There will be a mandatory PARENT information/registration meeting **Thursday, April 26, at 7:00 pm at the High Point Clubhouse**. You can attend to register or get information. Registration forms will be available at the meeting. **Required** committee assignments are made at this meeting. Parents who make the commitment that night receive their **first** choice of duties. **Swimmer registrations are not accepted without a commitment by parents to serve on a committee or other assignment**. Please remember swim meets cannot operate without the necessary support of parent volunteers. (Home meets require at least 40 parents and away meets require at least 28 volunteers.)

Please bring a current e-mail address as important information is sent via the internet (i.e. practice times, schedule changes, cancellation, etc.). If you don't have e-mail, we will still get information to parents via swim team mailboxes or signs posted at the High Point clubhouse. If you have questions about the team please direct *inquiries via email to:* **janie.devito@united.com**

**Many thanks to residents Janie DeVito and Jeff Gadd for their leadership of the swim team and the time they volunteer for the team. We appreciate their efforts to support our kids!**

Good Luck  
Sharks in  
2018!!!!



Good Luck  
Sharks in  
2018!!!!

## Association Trustees

David Allen	17840 Heritage Trail	440-572-1026
David Knowles	18435 Yorktown Oval	216-870-7951
Ken Evans	18399 Yorktown Oval	440-572-3292
Bob Campobenedetto	18156 Rustic Hollow	440-238-3013

*Please remember family members can take messages for the trustees, but are unable to answer questions about concerns or issues within the association. Thank you for your cooperation.*

## Retention Lake Safety

High Point residents are reminded that the two retention lakes in the development are NOT intended for fishing, swimming, boating or other recreational activity. These bodies of water are designed for the purpose of detaining runoff water from the development and surrounding areas. **It is especially important to understand that these lakes do not easily freeze and should NEVER be used for ice skating.** Parents should not allow children in the area because the banks of the lakes are steep and the water can have debris and contaminants. Lifesaving equipment is not provided at either lake.

## ***Kid's Holiday Party Fills the Clubhouse***

A huge crowd was on hand for the 2017 Kid's Christmas Party on Sunday afternoon, December 17. Our entertainment was world renown Rick Smith Jr. who performed magic that amazed the entire audience ([www.ricksmithjr.com](http://www.ricksmithjr.com)). Santa Claus was on hand to greet over 250 guests (kids, parents and grandparents). Everyone received creative balloon figures and had the opportunity to get a photo with Santa. Each youngster received a special Malley's chocolate treat. *(This event is for residents and grandkids, not cousins, relatives or friends. We appreciate that other relatives might like to attend, but we need to limit the party to residents – not friends - and grandkids.)* A great time was had by all. Thanks to Carolyn Scherry, Allison Knowles, Pam Evans, Jen Gibbons and Trisha Allen for their help that make this event a huge success. See you again on Sunday, December 16, 2018.

## **Common Areas Not Private Property**

Our greenbelt areas running throughout the development (some wooded and some grass) are intended for the enjoyment of all. Individual homeowners may not extend their yards or allow their children to build forts, bike trails, fire pits or clear trees in common areas. There are many reasons the Association cannot allow this activity. While the trustees do not patrol these areas, if residents observe abuse, they can call the Homeowner Hotline and report such to the trustees for action.

## **Dues payable in January**

2018 Association Dues Notices were sent out via first class mail to each High Point homeowner just before the end of the year. You should have received your dues notice already. If you did not get your invoice or misplaced it, you can download an invoice form from our website. Click on FORMS tab. Homeowners of record (owners listed in Cuyahoga County records) are responsible to pay dues. Payments can be mailed to our post office box: P.O. Box 361065, Strongsville, OH 44136

Our By-Laws require dues be paid January 1 each year. Payments after January 31 (determined by postmark date) are subject to a late fee of \$25 per calendar month, until paid. If a homeowner has financial or special difficulties paying their dues, call trustees Bob Campobenedetto at 440-238-3013 or Ken Evans at 440-572-3292. If your house is for sale, you owe dues now and will receive a pro-rated refund from the title company based on the transfer date, when you sell later. **Thank you to homeowners who pay their dues on time each year. It is a big help to the trustees.**

## ***Personal Sledding Safety***

Sledding is not allowed on common property. As hills in the common area are too small for this activity and are close to homes, it is dangerous and can easily cause property damage. Certain areas were identified incorrectly by the developer as winter sports areas. Please observe this restriction.

Our association is fortunate that Southwest General Health Center has agreed to allow sledding on the mounds which buffer our development. Sledding is allowed on the slope facing the health center (not on the High Point side where trees were planted on the slope and exist in back yards). This is a large area which can accommodate a large number of people. **As with any activity of this type, parents should be present with participants under 12. Please note those going to this area should NOT use yards to cut through to the mound.** Ample parking is available to drive and park behind the Health Center. We appreciate this generous arrangement by SWGHC officials.

## **NEXT NEWSLETTER IN LATE APRIL**

## **Homeowner Hotline 440-638-4304**

# 2017 Financial Report

High Point Newsletter - January, 2018

## High Point Budget vs Actual - 2017

1/1/2017 through 12/31/2017

Category Description	Actual	Budget	Difference	Special Notes
<b>INCOME</b>				
Resident Dues	\$231,848	\$230,400	1,448	
Rentals, interest, other income	\$13,389	\$12,000	1,389	\$800 in new condo city fee
<b>TOTAL INCOME</b>	<b>\$245,237</b>	<b>\$242,400</b>	<b>2,837</b>	
<b>EXPENSES</b>				
Association Improvements	\$7,258	\$3,000	-4,258	<b>See Note 1</b>
Recreation Area Repair	\$4,715	\$7,000	2,285	
Clubhouse Operations	\$10,895	\$10,000	-895	
Post Office/Print/Supplies	\$6,325	\$5,600	-725	
Landscape Mgt Service	\$58,231	\$50,000	-8,231	<b>See Note 2</b>
Landscape Special Projects	\$20,323	\$15,000	-5,323	<b>See Note 3</b>
Pool Management Services	\$54,408	\$53,000	-1,408	
Pool Repair & Equipment	\$4,188	\$3,000	-1,188	
Lifeguards for Rentals	\$0	\$300	300	Always paid from rental fees
Utilities (ele,gas,w/s,phone)	\$29,069	\$25,000	-4,069	<b>See Note 4</b>
Security Services	\$505	\$550	45	
Accounting Services	\$1,995	\$1,900	-95	
Clubhouse Cleaning Services	\$4,133	\$5,000	867	
Insurance Services	\$14,144	\$14,000	-144	
Legal & Financial Services	\$683	\$500	-183	
Taxes (property, payroll, etc)	\$1,932	\$2,700	768	
Social Events	\$5,471	\$5,500	29	
<b>TOTAL EXPENSES</b>	<b>\$224,275</b>	<b>\$202,050</b>	<b>-22,225</b>	
Capital Improvement Projects	\$0	\$9,000	9,000	
<b>GRAND TOTAL EXPENSES</b>	<b>\$224,275</b>	<b>\$211,050</b>	<b>-13,225</b>	See notes for explanations
Income vs Expenses (Annual Net)	\$20,962	\$31,350	-10,388	See notes for explanations

1/2/2018

See Multi-Year Budget for Actual &amp; Projections through 2028

**Note 1:** Sidewalk and drainage replacement between Oxford Oval and retention lake

**Note 2:** Increased cost due to transition to replacement landscaper during the season

**Note 3:** For several years we have had high tree cutting costs. November 2017 storm damage was significant.

**Note 4:** A water meter reading error put a bill from 2016 into the 2017 budget year.

These numbers are included as actuals in our 10-Year Rolling Forecast (separately in this newsletter) and are tied to our Asset Reserve Analysis of maintenance, repair and replacement. View full report on our website.

**Refer to 10-Year Financial Projection for actual year-end cash balances and projections through 2028.**

## 2018 Clubhouse Rentals Booking Now

As a homeowner, you may rent our clubhouse for private parties. Due to heavy rental activity, it is suggested that you plan your dates well in advance. You can check available dates on our Rental Calendar. That being said, don't hesitate to call to check dates when situations arise that require use of the space on short notice. We average 110 rentals a year and it is a great benefit to homeowners. Call the High Point Homeowner Hotline, 440-638-4304, and leave a message. It helps to have several dates in mind when calling. Your call about a rental will be returned within a few days.

### **Non-Summer Rentals**

All rentals for non-summer months (when the pool is closed from Labor Day to Memorial Day each year) are \$125 per day. Our clubhouse is available for rent weekends, weekdays and weeknights for events. We suggest booking as far in advance as possible, especially for Holiday parties.

### **Summer Rentals**

**POOL RENTALS** may begin as early as 5:00 p.m. for weekday, Friday, Saturday or Sunday evenings, but must share the pool with residents during homeowner hours. Parties ending by 10:00 p.m. are charged \$125 for the rental, which includes the cost of lifeguards, and share the pool with residents the entire time of the rental. Parties may go beyond 10:00 p.m. to midnight, with up to two hours of private pool time, but the rental cost is then \$250. All rentals must end when the contracted pool use ends (10:00 p.m. or 12:00 a.m.) and cleanup must be done immediately thereafter.

(Note: Summer rentals using the pool may **not** begin until after 5:00 p.m. due to the heavy bather load between the hours of noon and 5:00 p.m. Allowing private rentals would compromise safety for swimmers and that is the highest priority for association trustees and lifeguards.)

**NON-POOL RENTAL** fee is \$125 (anniversaries, baby or wedding showers, retirements, etc.) and may begin at any time during the day. Residents who rent as a Non-pool rental may not use the pool for their guests, even after 5:00 p.m. Any use of the pool for a Non-Pool Rental violates the rental contract and can result in forfeiture of the security deposit, as it is a safety issue for the association.

**Call the Homeowner Hotline (440-638-4304) for information and to make reservations.**

A refundable security deposit of \$500 (two checks for \$100 and \$400 payable to High Point) is required and returned if the clubhouse is cleaned and returned as received and no damage is done to the clubhouse. Rental dates are confirmed only when separate checks (rental fee and security deposit) are received, a rental contract has been signed by the homeowner, and a "Release From Liability and Agreement to Indemnify" form has been executed. **Clubhouse capacity is 120 people.**

## Ballot for Association Trustee

Two Trustee positions are available for a two-year term running from January 2018 to December 2019. There are five total trustees, with Bob Campobenedetto and Ken Evans completing a two-year term that began in January 2016. They are running again. Send ballots to the association post office box or deliver to the Association Annual Meeting on **Thursday, January 18 at 8:00 pm.**

Send to: **High Point Trustee Ballot**, P.O. Box 361065, Strongsville, Ohio 44136

Homeowners should vote for two candidates and **mail** the ballot to the address above **no later than January 16** or bring it to the Annual Meeting on January 18. All ballots require the homeowner name and address for validation. Vote for no more than two trustees. A simple majority of votes from the ballots cast will determine the new trustees. (★ indicates current trustee)

Vote for 2

- ☐ ★ **Bob Campobenedetto, 18156 Rustic Hollow**  
☐ ★ **Ken Evans, 18399 Yorktown Oval**

Vote for 2

Homeowner casting ballot (print) \_\_\_\_\_ (name required)

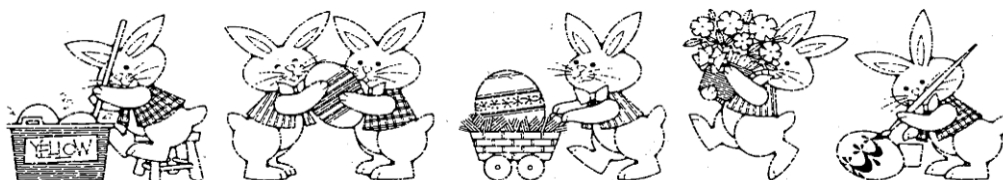
Homeowner address \_\_\_\_\_ Date \_\_\_\_\_

***Thank you in advance to residents who support the association and cast ballots.***

**High Point Homeowners Association**  
P.O. Box 361065 - Strongsville, Ohio 44136



FIRST CLASS



*Annual Association Meeting Thursday, January 18*

☞ ☞ ☞ 31<sup>st</sup> Annual Easter Egg Scramble ☞ ☞ ☞  
**SUNDAY, MARCH 25th at 2:00 p.m. – EGGCITING!!!!**

## HIGH POINT NEWSLETTER

### *Website Has a New Look*

Our High Point website has undergone a face lift. You may have noticed a new look and refreshed operating processes. All of the comprehensive information is still on our website, but the look and structure has changed. There is a wealth of material available for residents covering all aspects of our community. Residents can easily find answers to common questions. Our refresh was done so that families can keep up to date about our association. Check out the new and improved website!!

### **Planning to Add or Renovate?**

High Point residents are governed by Covenants and Restrictions. If you plan to remodel the exterior or add to your home this summer, it is necessary to contact the association. An Architectural Review form must be completed and submitted with plans or drawings to the trustees for approval. City departments will not approve plans until they receive approval from the association. Forms are in this newsletter or available on our website or by calling the Homeowner Hotline at 440-638-4304.

## **WEBSITE HAS LATEST INFORMATION**

Our website is [www.hpohio.com](http://www.hpohio.com) and features many categories of information. A helpful tab is available titled "GOVERNANCE and ADMINISTRATION". On this tab you will find Annual Meeting minutes, trustee meeting agendas and Association Financial Reports. Happy reading!

**[www.hpohio.com](http://www.hpohio.com)**

## Kids Deserve a Break

Drivers in High Point need to be aware and careful. Winter snow mounds and road conditions make driving (especially at night) hazardous for kids and pedestrians. Please slow down and take your time as you drive through High Point. Keep your speed within the posted limits. Especially watch out in the morning as kids waiting for school buses. Please drive carefully and give our kids a break.

## Recreation Area Work

As a result of the November 5, 2017 storm, there is still significant damage that will be addressed in 2018. While the damaged trees and safety issues have been resolved, there is work to be done in the spring. Numerous lights in the recreation area were damaged and it was necessary to cut power to the entire area. Until we can get a crew to replace the damaged lights and poles, the power will remain off (including the tennis court lights). We will be getting bids as soon as the weather breaks, as this will run thousands of dollars to do the replacements and repairs. We will be looking at infrastructure work, as the underground wiring is the original from 1972 and may need to be replaced at the same time. With the loss of so many trees in the playground area, we will be looking at planting some new trees in that area. While investigating the storm damage, we found the steel light poles from the clubhouse to the playground area require replacement.

## ➡➡➡ New Landscape Service in 2018 ⬅️⬅️⬅️

Late in 2017 the job of maintaining and caring for our common areas and entrances was moved to a new landscape service. BrightView (formerly Brickman) is a national franchise that participated in the 2016 High Point contract bid process. When we were unable to resolve issues with our former service provider, it was necessary to make a switch. We appreciate their hard work and professional expertise. Their work includes all lawn maintenance, tree and shrub pruning, and cleaning creeks and drainage headwalls. We have many acres of greenbelt and association trustees constantly monitor the areas to ensure they are taken care of and maintained. Throughout the year association trustees constantly evaluate the services provided. We appreciate residents reporting problems or issues to the Homeowner Hotline. Our landscape specifications can be found on our website.

## Clubhouse Conference Room Available

Residents should know that a conference room is available for local group meetings. If a High Point resident has a committee or small group that needs to meet during the day or in the evening, there is no charge to use this room that can hold as many as 20 people for small group meetings. Food is not permitted to be served in the conference room, as the kitchen is not available. Call the Homeowner Hotline for reservations. **440-638-4304** (Use requests for non-recurring use should be made several weeks in advance. Resident must be present with group.) Availability is first-come, first-serve.

## ☐ ☐ ☐ ☐ ☐ Speeders Beware ☐ ☐ ☐ ☐ ☐

Association trustees have requested the Strongsville Police pay special attention to address speeding problems in our development. Expect targeted enforcement. Please slow down in our neighborhood.

## ORDER 2018 POOL PASSES NOW

Please order summer pool passes when you pay your annual dues. There will NOT be distribution dates this summer. **You must order passes now**, even if you are not sure you will use the pool this summer, so you have them when you want them. Almost all residents last year requested pool passes in advance and it worked very well. Passes will be mailed to homeowners by May 1 (we will provide the envelope and stamp). Residents that do not order passes before May 1, 2018 will pay a \$10.00 administrative fee (which trustees donate to the High Point Shark Swim Team) to get passes. If your home is for sale, your new buyer will be exempted from this fee. Existing residents must pay. A Pool Pass Registration form was mailed with your dues invoice. You can download a 2018 pool pass registration form from our website. Click on FORMS tab. Questions? Call Hotline at 440-638-4304.



**Architectural Review Reminder**

Architectural Control for the High Point Homeowners Association is defined in Article VI, Section 2 (Amended June, 1986) of the High Point Homeowners Association Covenants and Restrictions, titled Architectural Control. *“No building, fence wall, or other structure shall be commenced, erected or maintained upon the Properties except by the Developer, or its authorized builder, building company, or other person, firm or entity. No exterior addition to or change or alteration to the Properties shall be made until the plans and specification showing the nature, kind, shape, heights, materials and location of the same have been submitted to and approved in writing as to harmony or external design and relocation in relation to surrounding structures and topography by the Board of Trustees of the Association, or by an architectural committee composed of three or more representatives appointed by the Board (until December 31, 1999, the architectural committee shall consist of three (3) members, two (2) of whom shall be appointed by the Developer and the other being appointed by all Owners other than Developer). In the event said Board or its designated committee fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, or in any event, if no suit to enjoin the addition, alteration or change has been commenced prior to the completion thereof, approval will not be required and this Article will be deemed to have been fully complied with.* This does not include interior renovations of your residence.

These protective covenants maintain amenities and protect property values within the association. Keeping this in mind, homeowners are required to follow these steps when performing repairs, making renovations or adding to their homes. (This includes additions, alterations, decks, patios or any other work that requires a building permit from the City of Strongsville Building Department.)

Step 1 – Complete this application and deliver to High Point trustees. Copies of plans, drawings, sketches or blue prints must be submitted with this application form. (These will be returned to you.) A response from the trustees will be returned to the homeowner within a few days.

Step 2 – File for a Building Permit with the City of Strongsville and inform the City that you have already made application with the High Point Homeowner Association.

Step 3 – Association will return your plans indicating action of approval or rejection. Association will respond with same information when contacted by the City of Strongsville.

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### **Application for Review of Construction, Addition, Renovation Plans**

Send to: High Point Homeowner Assoc., P.O. Box 361065, Strongsville, Ohio 44136

Resident Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Property Address \_\_\_\_\_ Sublot # \_\_\_\_\_

Home Phone (      ) \_\_\_\_\_ Day Phone (      ) \_\_\_\_\_

Description of work to be performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed finish & colors: \_\_\_\_\_

\_\_\_\_\_

Include plans, drawings, sketches or blue prints with details and specifications of proposed work.

Homeowner signature \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE -----

Date Received \_\_\_\_\_ Decision Date \_\_\_\_\_ ACTION: Approve [ ] Reject [ ] Qualify [ ]

Trustees: \_\_\_\_\_ by \_\_\_\_\_