



**PINE MEADOW FARMS
HOMEOWNERS ASSOCIATION**

HOME IMPROVEMENT REQUEST

As required by *The Declaration of Covenants, Conditions and Restrictions* (commonly referred to as the CC&R's) for The Pine Meadow Farms HOA, homeowners wishing to make certain exterior home improvements must secure approval from the Association prior to the commencement of any exterior improvement.

Date: _____

Print Clearly

Homeowner Name:	
Physical Address:	
Cell Number:	E-mail Address:

**You can list up to two (2) improvements per Home Improvement Request Form.*

Describe, in detail, the change or improvement requested.
*IF ADDITIONAL SPACE IS NEEDED, PLEASE USE THE BACK OF THIS FORM.

The completed application package should include **2 paper copies** of the following:

- This completed request form filled out and submitted by the homeowner
- Provide an “AS BUILT” plan to scale of your property. If you don’t have this plan, you can obtain it from the Town of New Hartford Planning Office.
- Pictures, samples of planned improvement materials

Please submit two paper copies of this form and the required attachments to:

Pine Meadow Farms HOA
PO Box 167
Pine Meadow, CT 06061

In case of questions, please contact:

www.pmfha.org
pmfhallc@gmail.com

Instructions:

1. Home Improvement Request Forms can only be completed and submitted by the owner of the home.
2. You can list up to two (2) improvements per Home Improvement Request Form.
3. Please note that the Board has 30 days to respond to each request and if any of the information is missing, incomplete, or inaccurate it will delay the approval process.
4. Please do not start your home improvement until you have received a letter of approval from the Board. Starting a home improvement first, without the approval, will result in removal of improvement in process and possible fees assessed.
5. Home Improvement Requests will not be approved if Association dues are not paid in full.