

**ARCH #** \_\_\_\_\_

**Architectural& Landscape Improvement/Alteration Application & Review Form  
(Architectural Request Form)**

The Declaration of Covenants, Conditions, Easements, Restrictions, and Disclosures of Queensbrooke Villas require that the Board of Trustees and/or the Architectural Committee review all exterior additions, alterations, and modifications. The filing and approval of applications are essential so that the character of the community will be maintained, the rights of residents are respected, and to review that no alteration creates a hazardous condition, interfere with Association maintenance operations, or endanger the integrity of structures.

The person making the proposed change to their lot must first submit an Architectural Request Form prior to the commencement of any work. The property owner is responsible for providing all information necessary to render a decision on their particular request.

**Please complete the following information:**

HOMEOWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LOT #: \_\_\_\_\_

TYPE OF IMPROVEMENT: \_\_\_\_\_

\_\_\_\_\_

CONSTRUCTION MATERIAL & COLOR (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION: \_\_\_\_\_ (Attach a sketch of all improvements. Include dimensions, a description, pictures and/or drawings. Include a surveyor's sketch if applicable.)

SERVICES WILL BE PROVIDED BY: \_\_\_\_\_ Self \_\_\_\_\_ Contractor

CONTRACTOR NAME/SUPPLIER: \_\_\_\_\_

CONTRACTOR/SUPPLIER ADDRESS: \_\_\_\_\_

CONTRACTOR PHONE NUMBER: \_\_\_\_\_

BUILDING PERMIT OBTAINED (if applicable) \_\_\_\_\_ Yes \_\_\_\_\_ No Permit #: \_\_\_\_\_

WORK START DATE: \_\_\_\_\_ ANTICIPATED WORK COMPLETION DATE: \_\_\_\_\_

**The Owner(s) requesting to make the described addition, alteration or modification, and by submitting this form acknowledges and agrees to comply with the following:**

1. Allow thirty (30) days for the approval process. Extensive plans may require additional review time.
2. All applications MUST include a surveyor's/plot plan with the area of proposed changes clearly marked if applicable.
3. Homeowner is responsible for obtaining any necessary building permits, and a copy of the contractor's Certificate of Insurance.
4. Homeowner is also responsible for obtaining (if applicable) any governmental approvals and maintaining compliance with all governmental laws and regulations, water management district plans, and private restrictions, as well as building and zoning regulations.
5. Property owner shall indemnify and hold harmless Queensbrooke Owners Association, the Architectural Review Committee, and their principals for any claims arising from property owner's construction of any improvements to their property.
6. Without limiting the foregoing, Queensbrooke Owners Association approval in no way modifies the property owner's responsibility or liability to maintain designated storm water flow paths and avoid encroachments into easement areas.
7. The owner and any subsequent owner is wholly responsible for all initial and recurring costs and liability associated with the installation, maintenance, and repair of the described alterations. The owner further assumes all responsibility for any damage to any common elements and/or injury that may occur as a result of this alteration.
8. Failure to adhere to approved requests and modifications may require at owner's expense to make changes in order to meet approval of the ARCH Committee.
9. Applications (including complete plans) must be submitted all together in hard copy form.
10. Incomplete applications or emailed applications will not be reviewed.
11. All applications must have a detailed explanation of the work to be done. Paint colors, samples of rock, type of plants, trees, etc., need to be included on the application. No "same as existing" will be accepted.
12. All requests will be reviewed by the ARCH Committee on the 2<sup>nd</sup> Tuesday of each month.
13. If the Architectural Review Committee approves this application **work must be completed within 90 days**. If an extension is needed approval by the ARCH Committee is required.

**All approvals granted shall be in writing and automatically expire in six (6) months.**

**SEND YOUR APPLICATION TO:**

**Architectural Committee**

**[Arch@queensbrookevillashoa.com](mailto:Arch@queensbrookevillashoa.com)**

**Or mail to:**

**Queensbrooke Villas HOA**

**PO Box 103**

**Wentzville, Missouri 63385**

**HOMEOWNER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**THIS REQUEST IS:** \_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DISAPPROVED**

**Reason disapproved (if applicable):** \_\_\_\_\_

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**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ARCH Committee Member**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Queensbrooke Board of Trustees**