



Property Change Request

(Print, complete, and return to directors@hawthornglen.com)

Date: _____

Resident Name: _____

Property Address: _____

Contact Phone Number: _____

Contact Email Address: _____

Proposed Date of Change(s): _____

Description of Change(s) desired (attach photos, if possible): _____

Please allow 5 to 7 business days to receive a response to your property change request. You will receive notification of approval or denial (explanation will be provided) of your request for property change via email and via telephone.

By signing this property change request, you acknowledge the following:

- You are the property owner of the address listed above.
- You have read and understand the HOA covenant regarding the changes you are requesting.
- You understand that changes to the external portion of your property must be approved by the current HOA board prior to starting/making any changes.
- You understand that the HOA board has full authority to deny any requests for changes to the external portion of your property if it is determined that said changes fall outside of the guidelines of the Hawthorn Glen Homeowners' Association Covenant and Bylaws.

Print Name (homeowner)

Signature (homeowner)

Date

HOA Board Members use only

Change Request Approved _____ **Change Request Denied** _____ **Date** _____