

## **Instructions to Making an Alteration Request**

**Section 12.11 of the Declaration states that any alterations to the exterior of a home or lot must be first approved by the Board of Directors or the Architectural Review Committee.**

**To make this process efficient and uniform, a standardized form has been created for your use in the application or your alteration request. Please complete each section of the form and attach any supplemental information, such as vendor quotes.**

**Once completed, please submit the form to the management company. The completed form will be reviewed by the Architectural Review Committee, and the management company will send communication on the acceptance or denial of the application.**

**If you have any questions, please let us know.**

**Thomas Hill**

**Matik Management**

**[thill@matikmanagement.com](mailto:thill@matikmanagement.com)**

**507-990-2876**

# Boulder Ridge HOA: Architecture Request Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Unit #: \_\_\_\_\_

## Project Description

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## Materials To Be Used

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## Vendor To Complete Work

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## Sketch Of Area and Project

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ACC Approval: YES | NO

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_