



Millwood POA Design Review Committee (DRC)

SUBMISSION FORM FOR EXTERIOR PROJECTS OF EXISTING HOMES

For New Construction or Roof Replacement, please use either the New Construction or Roof Replacement Form, not this form.

Homeowner: Please mail or email the completed submission form with photos of the existing property and professional drawings and exterior color samples for any proposed changes to the following:

MILLWOOD PROPERTY OWNERS ASSOCIATION

4730 S. National Ave. Suite A1
Springfield, MO 65810
417-889-4626 info@millwoodpoa.com

A Certificate of Insurance from any contractors listing the Millwood Property Owners Association as a Certificate Holder should also be submitted to the above with this submission form.

Per the Millwood Declaration of Covenants, Conditions, & Restrictions, as amended, no construction (excluding reasonable repairs) of any dwelling, structure or improvement of any kind, including but not limited to, any alteration to the exterior of an existing dwelling or structure (collectively, "Improvement(s)"), may proceed until the plans and specifications for such improvement(s) have been submitted to and approved in writing by the Design Review Committee. This approval form shall be required in addition to approvals required by any state, county, city, or other public agency having jurisdiction. Do not begin the construction of any Improvement(s) of any kind unless and until the ACC has received plans and specifications for the improvement(s) and returned a signed and approved copy of this form to the Homeowner.

SUBMITTED BY: DATE: _____ *Please print except where signatures are required.*

Property Owner Name: _____

Property Owner Mailing Address: _____

Telephone Number: _____ **Alternate Number** _____

Email Address(s): _____

Contractor(s) Name(s): _____

Contractor(s) Telephone Number(s): _____

Contractor(s) Email Address(s): _____

Property Address of proposed construction and/or alteration: _____

REQUEST FOR: (Please briefly describe proposed project and provide drawings and details to aid in the DRC decision.)

BY SIGNING THIS FORM THE HOMEOWNER HAS ACKNOWLEDGED THAT THEY HAVE READ THE DESIGN REVIEW GUIDELINES AVAILABLE AT MILLWOODPOA.COM, OR BY WRITTEN REQUEST TO MILLWOOD POA. IT IS THE HOMEOWNERS RESPONSIBILITY TO PROVIDE THE DESIGN REVIEW GUIDELINES TO THEIR APPROVED CONTRACTOR. ANY VIOLATIONS OF THE GUIDELINES BY THE HOMEOWNER OR THEIR CONTRACTOR MAY RESULT IN PENALTIES OUTLINED IN THE GUIDELINES.

Signature of Homeowner

DATES:

_____ **Completed submission form and required documents submitted to POA.** (To be filled in by POA Representative or Property Manager)

POA Representative or Property Manager Signature & Name

DRC DECISION:

_____ **PROJECT APPROVED (INSERT DATE)** or _____ **PROJECT DISAPPROVED (INSERT DATE)**

DRC Comments: _____

DRC Signatures:

_____ **By:** _____ **By:** _____ **By:** _____

At least two DRC signatures are required on all approvals.