

**REQUEST FOR TRUSTEE OR DIRECTOR APPROVAL  
ARCHITECTURAL MODIFICATION REQUEST FORM  
This form MUST accompany all requests.**

Date:

Address:

Owner(s) Name:

Telephone Number:

E-Mail:

**This request is for:**

For approval, all submissions must include the following information:

- ( ) Type of material used (decks, stone walls, pergolas, fence)
- ( ) Plot plan showing the location of the proposed submission in relation to the home
- ( ) A description as accurate as possible (pictures and drawings are always helpful)
- ( ) Trees (hardwood) not to exceed 40 feet when fully mature (See reverse for suggestions)
- ( ) Shrubs not to exceed 6 feet when fully mature (See reverse for suggestions)

1. Please read your Covenants and Restrictions prior to submitting any requests. This can save both time and expense.
2. Directors only approve based on style, size and location of requested additions. Where any question(s) exist, the Covenants & Restrictions will be used as the determining guide.
3. Under no circumstances does the Directors approval indicate full authorization. Anyone submitting should get the necessary government (City and/or County Planning and Building Commissions) authorization for all planned work.
4. If you proceed with work without getting all necessary approval, you may be subject to legal proceedings as well as the removal of any unauthorized improvements.

Homeowner(s) Signature


Date

Unless you are notified otherwise, this request form along with all pertinent information should be mailed to:

Classic Association Management, LLC. [816-200-0100](tel:816-200-0100) [lois@classicassociation.com](mailto:lois@classicassociation.com)  
Hills of Shannon Homes Association, Inc.  
7658 N. Oak Trafficway  
Gladstone, MO 64118

This request is:

 Approved

 Denied – if denied, the reasons are as follows:

Reasons:

Board of Directors