

# FOX RIDGE HOMEOWNERS ASSOCIATION

PROFESSIONALLY MANAGED BY G.S. PHILLIPS & CO. INC.

## ARCHITECTURAL AND LANDSCAPE CHANGE/IMPROVEMENT REQUEST FORM

### INSTRUCTIONS:

Prior to making any alteration or improvement to the exterior of your home or lot, approval for such a change must be granted by the Architectural Control Committee (ACC). To seek such approval, complete this form and return to G.S. Phillips & Co. Inc. along with all necessary and required supporting documents. Those requests submitted without supporting documents will receive automatic denial. Once a complete request is received, it will be forwarded on to the ACC for their review and consideration. Once a decision has been made, notice of that decision will be provided to the requester via mail. Please retain copies of the submitted request along with the letter indicating the Board's decision for your records. Please allot 30 days for approval. Completion of project required within 90 days of approval being granted.

### REQUIRED INFORMATION:

Owner Name(s): \_\_\_\_\_

Address of Home in Fox Ridge: \_\_\_\_\_

Primary Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      Secondary Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Nature of Improvement: \_\_\_\_\_

Materials to be Used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Color When Completed: \_\_\_\_\_ Contractor Name: \_\_\_\_\_

### REQUIRED SUPPORTING DOCUMENTS:

1. Architectural plans or drawings of improvement provided by contractor.
2. Complete bid from contractor.
3. Photo or brochure of product(s) to be installed.
4. Copy of contractor's certificate of insurance
5. Copy of the Plot Plan with location of improvement indicated.
5. List of Materials to be used (for deck and fence requests, use the included form).

### SUBMIT YOUR REQUEST:

By Email: [greg@gsphillips.com](mailto:greg@gsphillips.com)

By Mail: Fox Ridge HOA  
c/o G.S. Phillips & Co. Inc.  
15009 Manchester Rd. #268  
Ballwin, MO 63011

*Thank you for properly submitting your request. Should you have any questions, please contact us at 314-802-0126 or email [greg@gsphillips.com](mailto:greg@gsphillips.com). Please allow 30 days for processing.*

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## DECK AND FENCE MATERIALS LIST

**Prior to completing this form, review the architectural guidelines set forth by the Association's governing documents to ensure compliance with the specific requirements. Nonconforming request will be automatically denied.**

Owner Name(s): \_\_\_\_\_

Address of Home in Fox Ridge: \_\_\_\_\_

Name of Contractor Selected: \_\_\_\_\_

Contractor Email Address: \_\_\_\_\_

**For Decks:** *List the materials which will be used...*

Balusters: \_\_\_\_\_

Bandboard: \_\_\_\_\_

Decking: \_\_\_\_\_

Railing: \_\_\_\_\_

Stairs: \_\_\_\_\_

Posts: \_\_\_\_\_

Floor Joists: \_\_\_\_\_

Stringers: \_\_\_\_\_

**For Fences:** *List the specifics below...*

Picket Width: \_\_\_\_\_

Picket Spacing: \_\_\_\_\_

Fence Height: \_\_\_\_\_

Fence Material: \_\_\_\_\_

Picket "Good Side" Facing Out? \_\_\_\_\_

Posts in Concrete? \_\_\_\_\_

Fence Location within 4 inches of the lot lines? \_\_\_\_\_

Fence beginning no farther forward on the lot than the rear corners of the home? \_\_\_\_\_

Fence enclosing entire rear perimeter of the yard? \_\_\_\_\_

**Validate your Request:**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit Your Request:**

Via Mail: Fox Ridge HOA  
c/o G.S. Phillips & Co. Inc.  
15009 Manchester Rd. #268  
Ballwin, MO 63011

Via Email: greg@gsphillips.com

***Thank you for properly submitting your request! Please allot 30 days for approval.***