

**REQUEST FOR ADDITION OR ALTERATION TO PROPERTY  
Moss Creek HOA**

To: Board of Directors  
Moss Creek Homeowners Association

From: \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_

Please include drawing or sketch depicting location and dimensions of the structure, alteration, landscaping, etc.  
Description of Request \_\_\_\_\_

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

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

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

If this request is approved, it is based only on the aesthetics and types of materials used. **Once approval is granted, no changes can be made without prior approval from the Board. It remains the homeowner's responsibility to obtain Structural Approval, if required by Monroe County. All structures are subject to local Building Regulations, Codes, and Restrictions of Record. All alterations of the property are the responsibility of the homeowner to maintain. Current and future homeowners must maintain the addition or alteration.**

Board of Directors Review and Decision: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Approved with the Following Stipulations: \_\_\_\_\_

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

Reason for Disapproval if Request is Denied \_\_\_\_\_  
Board President's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Prior to filling out this form, please call Hallmark Rentals at 334-8819 to get all the details needed to fill out this form. Once you have obtained all of the items needed, please mail this request to:**

**Hallmark Rentals & Management, Inc.  
1205 North Walnut Street  
Bloomington, IN 47404**