

**Wynstone Home Owners Association
Exterior Modification, Addition or Alteration Application**

Applicant Name(s): _____ Date Submitted: _____

Address: _____ City: _____, OH Zip: _____

Telephone: _____

Description of modification(s): _____

Desired start date: _____ Estimated Completion Time: _____

Please provide the following information. Unfortunately, the approval process cannot begin until all this information is received.

- Plot Plan with the modification(s) drawn to scale (lengths and widths) showing the exact location with respect to the home.
- Material Types: _____
- Material Colors: _____
Provide color swatches for paints, stains, etc.
- Building plans showing all sides of the modification or structure where applicable so the Board may accurately decipher the appearance of the finished modification.
- Builder specifications with regards to structure lengths, widths, depths and heights where applicable.

Note: The Property Manager and/or Board may require additional specifications as deemed necessary for reasonable review of the submitted modification request. **All requests must be submitted 30 days prior to the start date. If approved, the request is valid for one year and all work must be completed in that time or resubmitted.**

**PLEASE SUBMIT THIS FORM ALONG WITH YOUR INFORMATION TO:
APEX PROPERTY MANAGEMENT
81 Mill St suite 300
Gahanna, Ohio 43230**

Email: a.may@apexpropertymanagement1.com with a copy to supporting documentation
