



# REQUEST FORM Modification/Maintenance

Check request category and describe modification/maintenance you are requesting in the category.

**Architectural Modification** (Ex: steps, radon, doors, generators, etc.)

Architectural Modification: To ensure your project is approved - See Standards Book available in the Information Center or **online at [www.avenburylakes.com](http://www.avenburylakes.com)** for specifications and documents you may need to provide with this Request Form. **YOUR PROJECT WILL NOT BE ADDRESSED WITHOUT REQUIRED ATTACHMENTS.**

**Landscape Modification** (Ex: new trees/shrubs, plants, etc.)

Landscape Modification: May require drawings/specs based upon request. For Modifications, see Approved Plant List **online at [www.avenburylakes.com](http://www.avenburylakes.com)** or on the back of the ALHOA Rules & Regulations.

**\*Landscape Maintenance** (Ex: dead grass/tree, tree branches, etc.)

**\*Property Maintenance** (Ex: gutter cleaning, siding repair, etc.)

\*Landscape and \*Property Maintenance: May require drawings/specs based upon request. Provide location, details, and names when appropriate and flag areas of concern to make it easier to locate affected areas. (Ex. Broken irrigation heads) Flags are available at the Information Center.

Describe modification/maintenance you are requesting. Provide information that shows your request meets the approved standards. (See Standards Book or Approved Plant List) **Please Note: If using the WEBSITE – this request requires supporting documents to be attached, use the “Printed Version” and drop off the completed form along with any attachments at the Information Center.**

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Date \_\_\_\_\_ Phone \_\_\_\_\_ AM PM  
Name \_\_\_\_\_ Address \_\_\_\_\_

**Circle your floor plan.**

**Paired Villas:** Monarch Red Admiral **Garden:** Aster Trillium **Manor:** American Star Nivea

**You may submit your completed request form by email [avenburybusinessoffice@gmail.com](mailto:avenburybusinessoffice@gmail.com), US mail or drop off in the front door slot at the ALHOA Information Center at 2122 Southampton Lane, Avon OH 44011. Center Hours: 9am – 2pm Phone: 440-937-9441**