

# THE RETREAT @ BERESFORD

Request for ARB Approval for Home Improvement or Modification

**PLEASE NOTE THAT NO REQUEST WILL BE CONSIDERED WITHOUT COPY OF PLAT  
AND COMPLETE PROJECT DETAILS!**

The following is to be completed by the Homeowner:

Name of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

Address of Property \_\_\_\_\_ Telephone \_\_\_\_\_

Description of Request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\* Please review and follow The Retreat @ Beresford's Architectural Guidelines\**

Start date of Project \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

In order to process your request within 30 days, please note the following:

Payment of all Association fees must be current (past and current years).  
No violations or outstanding fines are to be associated with your property.  
A copy of the plat or a detailed sketch showing the modifications or additions with  
dimensions must be attached.

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

Please submit this application and required documents to:  
HOA Manager Victoria Hays at [vhays@spectrumproperties.biz](mailto:vhays@spectrumproperties.biz)

TO BE COMPLETED BY The Retreat @ Beresford ARB:

**Approved**

**Denied**

Date Received by Spectrum Properties (if applicable): \_\_\_\_\_

Date received by The Retreat @ Beresford HOA: \_\_\_\_\_

Documents Received:

Application

Drawings and Descriptions

Plat

Request approved with the following conditions:

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Additional information required:

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Not approved for the following reason (s)

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ARB Signatures:

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Date of ARB Action \_\_\_\_\_

Date Homeowner Notified \_\_\_\_\_