

# Approval Form

This form can be used to submit a request for approval of a change to either the landscaping of your home, or to the exterior of your home in the Cottonwood Creek neighborhood (simply send an email to the Board to notify us of an issue or concern). The form is self-explanatory. Fill it out and mail it to [cottonwoodcna@gmail.com](mailto:cottonwoodcna@gmail.com). A Board member will reach out to you within three days.

Please keep in mind the following about landscaping:

- The homeowner must seek approval for the addition or removal of any live bushes or trees that the owner desires to plant or remove. These become the responsibility of the owner, not the Association. However, the Association will care for owner-purchased plants as part of its normal irrigation and landscaping activities.
- The Association will remove or replace dead trees or bushes based on availability of funding. The homeowner should contact the Association's Board via email to request removal or replacement.
- The Association encourages owners to plant flowers in their beds, or in planters. However, the Association reserves the right to remove them if they are deemed offensive or unsightly. This applies to artwork placed in beds as well.
- The Association will mulch beds and other common areas with pine straw. The owner may choose to use dark-colored mulch at their own expense.

Please keep in mind the following about exterior changes to your home:

- Your home's exterior includes the roof, outer wall material and color, steps, deck, patio and other additions (e.g., satellite dish).
- Exterior changes affect the value of both your home as well as all the others in the neighborhood. In general, all exterior changes must be approved by both CCNA and WPPOA. On their website, WPPOA maintains a comprehensive list of possible changes and whether they require approval. WPPOA will not approve any submittals not approved by CCNA.
- WPPOA requires that exterior changes that create debris (e.g., a new roof or replacement of a deck) include plans for its removal.