

ARCHITECTURAL MODIFICATION APPLICATION FORM

NAME OF ASSOCIATION: _____

Owner Name: _____

Address: _____

Unit/Lot #: _____

Telephone: (H) _____ (W) _____

In accordance with the Association's governing documents, I/we hereby apply for written consent to make the following modification(s) or addition(s):

STEP 1. DESCRIPTION OF MODIFICATION OR ADDITION: The description must include complete information necessary to thoroughly understand anticipated modifications. **Please submit a detailed set of plans indicating the scope of work.**

Homeowner Signature: _____ Date: _____

Office Use Only:

Homeowner Name: _____ Address: _____

Date received by Management: _____

STEP 2: Acknowledgement of Adjacent Property Owner(s):

If your project will require you to move materials or equipment over the Association's common elements, you must indicate on the copy of your plat any area(s) of common elements that will be affected. A signature must be obtained from the Association's Managing Agent. **If you will not be required to move materials or equipment over the Association's common elements, please initial here:**

Owner's Initials

I / we hereby acknowledge that in order to complete the above described alteration, the above described Owner must cross over my / our lot(s) with materials and / or equipment. The above described Owner shall bear full responsibility for repair of any damage caused by said materials and / or equipment. In no instance shall the Association or the Declarant be held responsible for said damage.

Adjacent Property Owner(s) Signatures(s)

Signature: _____ Print Name: _____

Address: _____ Lot #: _____

Signature: _____ Print Name: _____

Address: _____ Lot #: _____

Managing Agent's Signature (If Applicable)

Signature: _____ Print Name / Title: _____

STEP 3: Owner's acknowledgment: I/we understand that:

1. Material herein contained shall represent alterations that comply with all applicable zoning and building codes. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. I/we are responsible for obtaining necessary building permits prior to commencement of construction.
2. No work shall commence until written approval of the Board of Directors has been received by me/us. Any alteration completed before approval of this application is not permitted and if alterations are made, I/we understand that we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.
3. All approved alterations must be completed within 6 months of final approval. **All approvals shall be voided upon the expiration of six months from issuance.** A full resubmission must be made for any voided approvals.
4. Approval is contingent upon all work being completed in a diligent and workmanlike manner. Members of the Board of Directors and their agent(s) reserve the right to make routine inspections.
5. I/we take full responsibility for any damages to the Association's common elements, the property of the Declarant, or any other privately or publicly owned property as a result of my/our actions, or the actions of our contractors or agents. In particular and without limitation, I/we acknowledge that I/we will be responsible for any curb, sidewalk, driveway apron, landscaping and/or drainage damage that may be caused by the installation of the requested improvement.
6. This request is subject to restrictions by the Association's governing documents and a review process as established by the Board of Directors. Any variation from the original application must be resubmitted for approval. A copy of this request will be returned to me/us after review by the Board.

Owner's Signature: _____ **Date:** _____

STEP 4: Board of Directors

Date Received By Board of Directors: _____

- () Final approval as requested.
- () Final approval subject to the following conditions/modifications. (See Comments)
- () Disapproved for the following reasons. (See Comments)

Comments: _____

Signature - Board of Directors Chairperson

Date

Office Use Only:

Date received from Board of Directors: _____

Date final approval/disapproval letter is sent to homeowner: _____

PLEASE SUBMIT COMPLETED FORMS TO:

Stillman Management Realty Corp.
 440 Mamaroneck Ave, Suite S-512
 Harrison, New York 10528