

# ARCHITECTURAL MODIFICATION REQUEST FORM



I, \_\_\_\_\_, do hereby request permission to make the following modification(s) to my home at \_\_\_\_\_ within the Woodland Pond II Community Association.

## DESCRIPTION OF REQUEST:

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The following must be attached in order to process this request:

1. Plot plan with proposed modification(s) to approximate scale with dimensions.
2. Complete description of the modification(s) to include photos, design, materials (types & sizes), color / finish and vendor contact information (if to be completed by a third party).

I do, by my signature, understand and agree to the following:

1. Applicable county permits will be obtained.
2. I assume total responsibility for the upkeep and maintenance of all modification(s) made, and obtaining insurance for the improvement(s) is my responsibility alone.
3. I will accept total responsibility for any damage to person or property, Association or otherwise, that may be caused by this modification(s).
4. The Woodland Pond Phase II Community Association reserves the right to require removal or repair of the modification at my own expense if: 1) The modification(s) is not constructed or installed as per the specifications submitted with this request, 2) The modification is not maintained in a safe condition, 3) The modification is not maintained in keeping with the surrounding structures and is not deemed satisfactory by the Board of Directors, or 4) Any construction or alteration is made prior to the approval of the Board of Directors.
5. Responsibility for the repair and maintenance of the modification(s) will pass on to any future owners of the home and lot for which this request is submitted.
6. Representatives of the Board of Directors and their agents are permitted to enter upon my property at any reasonable time for the purpose of inspecting the area for the proposed modification(s), the modification(s) in progress, or the completed modification(s), and that such entry does not constitute trespass.

7. Approval of this application does not authorize me to violate any provisions of the rules, governing documents or standards of the Woodland Pond Phase II Community Association, or any of the building and county zoning codes.

\_\_\_\_\_  
Homeowner(s) Signature

\_\_\_\_\_  
Date

<b>FOR USE BY BOARD OF DIRECTORS / MANAGEMENT COMPANY ONLY</b>	
<input type="checkbox"/>	APPROVED by the Board of Directors as submitted
<input type="checkbox"/>	APPROVED by the Board of Directors with the following contingencies: _____ _____
<input type="checkbox"/>	REJECTED by the Board of Directors for the following reasons: _____ _____

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date