

REQUEST FOR PROPERTY MODIFICATION(s)

Association Name: The Variations Condominium Association

Name:

Date:

Address:

Phone:

Email:

Modification(s) Requested

☐ Landscaping (tree removal, plantings, fencing, etc.)
Include: work location, species, materials to be used & sketch

☐ Window Replacement
Include: installation location, style & if in community, unit #

☐ Repainting (front door colors only)
Include: color and/or stain information

☐ Structure Modification/Addition (door enclosures)
Include: location, materials and sketch

☐ Doors (front, rear & storm doors)
Include: installation location, style/model & if in community, unit #

☐ Other (describe thoroughly)

Note: Attach all requested information & sketch as noted above to prevent delays.

Work to be completed by:

Time frame of the project:

Description of work:
(page 2 is for requested details)

For Internal Use

Received by:

Date Received:

Response:

☐ Approved

☐ Conditional Approval

☐ Disapproved

Date Responded:

Responder:

For Internal Use

☐ Project Completed

☐ In Compliance

☐ Further Action Required

Comments:

Architectural Control Committee Property Modification Request Form

Name:

Date:

- 1. Please provide a drawing, plan, plat or sketch of the proposed modification.
- 2. Make sure to include dimensions, including height, length, width and elevation.
- 3. Where appropriate, include information about location, materials, color, type, style, species of the plants, products, or elements that make up the modification.

RESOLUTION 6

ARCHITECTURAL STANDARDS

1. Any homeowner considering making exterior additions or changes to their unit, including landscape changes **and any exterior wiring or cable TV lines**, must adhere to the following process and guidelines.

The Process:

- a) Contact the Chairperson of Architectural Standards or Community Manager to obtain an application form.
- b) A written request must be submitted to the Board outlining the specific plans of the homeowner, and how these plans comply with the guidelines (below). For fastest response, this written request should be given to the Architectural Standards Chairperson.
- c) The written request should include as much information as possible to assure the Board has adequate information to make a timely decision. Such information should include, but not be limited to, photographs, structural drawings, narrative descriptions of the materials to be used and design specifications.
- d) If insufficient information is provided, the request will be denied. The Board, however, will provide specific reasons for the denial and indicate if additional documentation may warrant the request to be resubmitted. The Board's purpose is to allow homeowners to make desired changes, while maintaining consistency of appearance within the community.
- e) A homeowner may request to appear personally at the appropriate Board meeting to discuss their request or get additional information on the Board's decision.

The Guidelines:

- f) The proposed change can in no way impair the structural soundness or integrity of the homeowner's unit or another unit.
- g) The change cannot negatively impact drainage within the community.
- h) The change cannot negatively impact drainage within the community. The change may not endanger the health or unreasonably annoy or disturb other owners or occupants of a portion of the condominium, or act in any way as to create a nuisance.
- i) If the homeowner's plan includes digging in areas where underground utility lines may be located, the homeowner must contact the appropriate utility companies to have the line(s) marked.
- j) The change cannot encroach beyond the "limited common area" (see page 2 of the Declaration and page 3 of the By-Laws for definitions) of the homeowner requesting the change.
- k) The change must be in harmony with the external design of existing units and the location in relation to surrounding structures and topography of the vicinity.
- l) The homeowner making the change assumes responsibility for the maintenance, repair, replacement and insurance to and on the change. Responsibility for the change passes to any subsequent owner of the unit. In addition, the homeowner is responsible for any damage caused to their own or other units as a result of the change.
- m) When planning landscape changes, the mature size of plants should be considered. To minimize the risk of termites and exterior wood problems, do not plant too close to the exterior of the building.
- n) The front door of each unit must be a 15 or 18 panel door. Exterior door changes must be submitted to and approved by the Board prior to making the change. Homeowners are allowed to paint or stain their exterior doors in a solid color.
- o) To minimize the risk of attracting rodents (squirrels, rats, etc.), bird seed can only be placed in a rodent-proof bird feeder, and no pet food, table scraps, or other food can be left outside.

2. Adherence to the process and guidelines does not imply automatic approval of the requested change. However, following the guidelines assures the homeowner and Board alike are considering changes under the same basis of interpretation.

3. All requests are kept on file and used to help in evaluations of future requests.

For additional information, reference Article VI, section 4. of the By-Laws in the Homeowners' Manual.

Architectural Standards. The Board of Directors, subject to this Section 4, may allow such encroachments onto the common elements as it deems acceptable. No owner, occupant, lessee or lessor, or any other person may make any encroachment onto the common elements, exterior change, alteration, or construction (including planting), nor erect, place, or post any sign, object, light, or thing on the exterior of the buildings or any other common element, or on any place or thing in the Condominium visible from the outside of a unit, without first obtaining the written approval of the Board or its delegate. Application shall be in writing and shall provide such information as the Board may reasonably require. The Board or its delegate may publish written architectural standards for exterior and common element alterations or additions, and any request in substantial compliance therewith shall be approved; provided, however, each such requested change shall be in harmony with the external design of the existing units and the location in relation to surrounding structures and topography of the vicinity. In the event that the Board or its delegate fails to approve or to disapprove such application within sixty (60) days after it shall have been submitted, its approval will not be required and this Section 4 will be deemed complied with; provided, however, even if the requirements of this Section are satisfied, nothing herein shall authorize anyone to construct or maintain any structure or improvement that is otherwise in violation of the Declaration, these By-Laws, or the rules and regulations. As a condition of approval for a requested architectural change, modification, addition, or alteration, an owner, on behalf of him or herself and his successors-in-interest, shall assume all responsibilities for maintenance, repair, and replacement and insurance to and on such change, modification, addition, or alteration. In the discretion of the Board, an owner may be made to verify such condition of approval by written instrument acknowledged by such owner on behalf of himself and his successors-in-interest.