

**REQUEST FOR REVIEW OF COMMON AREA OR
STRUCTURAL MODIFICATIONS**

**TO: BOARD OF MANAGERS
VILLAGE CONDOMINIUM ASSOCIATION**

FROM: OWNER'S NAME _____

STREET ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: _____

Approval is hereby requested to make the following modification(s), alteration(s), or addition(s) as described and depicted below, or on additional attached pages as necessary:

The following documents must be attached:

- A copy of the estimate and/or proposal, inclusive of specifications of what's being installed
- A copy of the contractor's license AND insurance information

I understand and hereby agree:

1. That if the modification is not completed as approved, said approval can be revoked and the modification will be removed by the owner at the owner's expense. If necessary corrections are not made within a specified time frame, a fine will be imposed according to the Association's fine schedule.
2. That I am responsible to pay for and repair any and all damage done to the common areas as a result of the installation.
3. To comply with the state, county, or city building codes and to obtain all necessary permits if applicable.
4. To abide by the decision of the Board of Managers.
5. That if the modification is not approved or does not comply, I/we may be subject to court action by the Association and that I/we shall be responsible for all reasonable attorney's fees.
6. To pay for the recording costs of this document and attachments if approved.
7. To maintain the modification and to inform any future owners of their obligation to maintain said modification.
8. To contact the management to provide an update once the modification is completed for inspection by management.

Unit Owner Signature

Date

(For Office use only below this line)

Approval Signature

Date