

Tullamore Homeowners Association

EXTERIOR MODIFICATION REQUEST FORM

Owner's Name(s): _____

Address: _____

Phone #: _____ Date: _____

INFORMATION:

The Tullamore Homeowners Association (THA) Board has legal authority over all Common Elements including all building exteriors within the community. The THA Board requires that any proposed modification to the Common Elements, any external building modification or change affecting any external building feature, including (but not limited to) contouring of land, plantings, other landscaping, patios, doors, decks, windows, storm doors, front/side door color changes, awnings, outside lighting and fixtures, attic vents and exhaust fans be submitted in writing to the Architectural Control Committee before requests will be considered for approval.

This form will be reviewed by Committee members and a recommendation made to the Board. The Board will consider the request at their next scheduled meeting for final disposition. **You must receive a response in writing before beginning any work.** If not approved, you have the right to file an appeal as described in Article XXII-Appeals of the THA Bylaws.

INSTRUCTIONS:

1. Complete this form making certain that you understand and can comply with all portions prior to signing. Provide as much complete and detailed information as possible.
2. On the attached sheets(s), prepare a sketch or written description of the proposal in sufficient detail to permit the Committee and Board members to render a decision.

PROPOSED EXTERIOR MODIFICATION:

1. Please provide:
 - a. Description of Proposed Change:

 - b. Location:

 - c. Dimensions:

 - d. Shape:

 - e. Color:

 - f. Materials:

 - g. Drainage provisions:

 2. Name and address of contractor who will be installing modification and please attach a copy of their proposal or contract.
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3. Certification of contractor's insurance coverage and carrier (Liability, Worker's Compensation, etc.) on attached sheet. Certificate must include name of insurance carrier(s), type, limits, and dates of coverage.
 4. Certification of owner's insurance coverage (Liability and Fire) during and after completion, if the homeowner is handling the modification directly.
 5. Sketches with dimensions, brochure, and/or photograph are to be submitted with application.
 6. Appropriate Building Permit(s) must be attached to this request form before construction may begin.
 7. Any other pertinent information (attach additional sheets, if necessary).
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I (WE) HAVE READ THE REQUIREMENTS AS OUTLINED IN THE THA BYLAWS, ARTICLE XV-ARCHITECTURAL CONTROL. IN THE EVENT THAT THE ABOVE REQUEST IS APPROVED, I (WE) AGREE TO AND SHALL ABIDE BY THE FOLLOWING:

That all expenses related to this work, including any resulting damage to the common elements or to other units is my (our) responsibility. I (We) agree to hold THA and its Board members harmless from any and all liability with regard to this modification and any approval of same;

That I (We) assume all related costs of ongoing maintenance and insurance connected with this work;

That I (We) do permit members of the Architectural Control Committee and/or the Board and its appropriate agents to make reasonable inspections related to this proposal;

That prior to the sale of this unit, I (we) will inform any future buyers of any maintenance responsibilities connected with this modification, and will include these conditions in the Agreement of Sale as a disclosure;

That by signing this, I (we) have assumed all responsibility in assuring that any related state or local laws, permit requirements, and/or building codes are being followed;

That I (we) realize that no actual work can begin until I (we) receive notification of approval by the Tullamore Board.

OWNERS(S)

Signed: _____

Signed: _____

Date: _____

Note to Homeowner(s): Subsequent information will be obtained by Architectural Control Committee. Please do not write below this line

NEIGHBORS' ACKNOWLEDGEMENTS (IF APPROPRIATE):

In formulating a recommendation, the Architectural Control Committee will seek and consider, but not be bound by, input from adjacent homeowners and other homeowners who may be affected by the modification.

Signatures of Neighbors Affected by Modification:

Signed: _____ Unit # _____

Signed: _____ Unit # _____

Signed: _____ Unit # _____

COMMITTEE RECOMMENDATIONS:

Comments and Recommendation of Landscaping Committee: _____

Comments and Recommendation of Maintenance Committee: _____

Comments and Recommendation of Architectural Control Committee:

Action Taken on Exterior Modification Request

Homeowner's Request for: _____

Name: _____

Unit #: _____ Date: _____

BOARD ACTION:

Date Reviewed: _____ APPROVED NOT APPROVED

Comments: _____

Board President's Signature:

_____ Date: _____