

SHADOW LAKE VILLAGE
"THE COMMUNITY FOR ACTIVE ADULTS"

PROPERTY MODIFICATION REQUEST FORM

TO: Architectural Control Committee

In accordance with the Declaration of Covenants, Conditions and Restrictions of Shadow Lake Village Condominium Association, Inc., I/we hereby apply for written consent to make the following alterations to the premises:

Owner's Name: _____ Phone: () _____
Address: _____ Condo. Model: _____

Explanation of Request:

Nature of Modification: _____

IMPORTANT: Attach appropriate drawings indicating design, elevation, etc. Also indicate materials to be used, color, and any other pertinent information. All modifications require a formal application to the Architectural Control Committee. The installation of a 4'x4' skylight requires a \$450 fee, a 2'x4' skylight requires a \$250 fee, and Solar Tube installations require a \$75 per tube fee to be submitted to be submitted to Shadow Lake Village, at the time of application, due to extra maintenance costs.

NOTE: CONTRACTOR MUST FURNISH PROOF OF LIABILITY INSURANCE, ATTACH IT TO THIS FORM, AND FORWARD TO THE ASSOCIATION OFFICE BEFORE APPROVAL AND COMMENCEMENT OF WORK. FOR WORK TO BE DONE BY HOMEOWNER, A "WAIVER OF WORKERS' COMPENSATION AND LIABILITY FORM" MUST BE FILED BEFORE APPROVAL AND COMMENCEMENT OF WORK.

IF THE REQUEST IS APPROVED, AND THE PAPERWORK IS COMPLETED, THE ASSOCIATION OFFICE WILL CALL YOU AND THEN YOU MUST COME TO THE OFFICE TO SIGN THE NECESSARY PAPERS TO RECEIVE YOUR "CERTIFICATE OF APPROVAL". PLACE THE CERTIFICATE PROMINENTLY ON A FRONT DOOR OR WINDOW. WORK CANNOT COMMENCE UNTIL YOU RECEIVE YOUR CERTIFICATE.

OWNER SIGNED _____

CONTRACTOR _____ DATE _____

Procedure

Fill out Property Modification Request Application (Architectural Control Committee). Return application to Association Office, SIGNED.

1. A member of the ACC will inspect the request and if approved will bring the request form to the office where the paperwork will be completed. The office will then call the applicant to notify them that the paperwork is completed. In turn, the applicant will come to the office and sign the necessary papers, including the required form(s) that will have to be notarized.
2. The Architectural Control Committee APPROVAL CERTIFICATE will not be issued until all information is made available:
 - a.) Contractor –
 - Address –
 - Phone number –
 - b.) New insurance certificate made available before work commences
 - c.) Waiver insurance form (work done by homeowner)
 - d.) Form 1 (Long) Restrictive covenant
 - e.) Form 2 (Short)