
APPLICATION FOR ARCHITECTURAL MODIFICATION

Submission Date _____

Note to Owners: This application is to be used to apply for a change or modification to your property. The completed form is to be returned to the management company by emailing residentservices@grsmgt.com.

UNIT OWNER(S)

Name(s) _____

Address _____ Unit # _____

Phone _____ Alternate Phone _____

Email _____

DESCRIPTION OF WORK TO BE DONE

ATTACHMENTS - *REQUIRED

- Survey/Plot Plan showing location of proposed improvement Detailed Sketch/Photo
- Detailed Sketch/Photo Paint Color/Chip Other _____
- Copy of contractor's insurance certificate to include general liability and workers compensation with the Association listed as additional insured.*
- Copy of contractor's business license or State certification.*

PERMISSIONS / DISCLAIMERS / CAVEATS (Read carefully and sign below)

By submitting this application I hereby grant permission for members of the ACB, AAC, Board of Directors, and the Property Manager to enter my property to examine all areas relating to the requested modification.

(Disclaimer) The approval by the Architectural Control Board of any proposed improvements shall not constitute a warranty or approval that the work to be performed meets industry standards or governmental regulations and neither the Association nor any members of the Architectural Control Board (ACB), the Architectural Advisory Committee (AAC) or the Board of Directors, the property management company, its employees, or vendors shall be liable for the safety soundness, workmanship, materials, or usefulness for any purpose of any such improvement or alteration, nor as to its compliance with governmental or industry codes or standards. By submitting a request for the approval to perform any improvement or alteration, the requesting owner(s) shall be deemed to have automatically agreed to hold harmless and indemnify the aforesaid members and representatives of the Association, and the Association generally from and for any loss, claim, or damages connected to the aforesaid improvements or alterations.

(Caveat) The owner(s) and the contractor performing the work described herein shall be liable for any damage caused to the Association's common property and/or adjacent properties as a result of the performance of the proposed improvements. The homeowner(s) and the contractor shall be responsible for performing all work in compliance with all applicable laws, governmental rules, and regulations (Federal, State, County, etc.)

SIGNATURES

Owner(s) Signature(s) _____ Date _____

PROCEDURES FOR REVIEW OF APPLICATION

1. The application is returned to the management company in its entirety. Incomplete applications will not be processed.
2. The Property Manager forwards the application to the Architectural Control Board (ACB). Members of the Committee may visit the home and discuss the application with the homeowner(s).
3. The Committee submits its recommendation to the Board of Directors for review and decision.
4. One of four possible decisions may result:
 - a. **APPROVED** – You may commence work.
 - b. **APPROVED WITH CONDITIONS** – Your request has been approved; however, you are required to make one or more modifications to the proposed request. If you wish to proceed with the project and agree to the modifications, you may commence work. If you do not agree to the modifications, you must submit your application for approval.
 - c. **INSUFFICIENT INFORMATION** – You are required to submit additional information on your application.
 - d. **DENIED** – Your request has been denied. The reasons for the denial will be provided. The decision of the Board of Directors is final.
5. Decisions are rendered within 45 days of receipt of application. Approval is valid for six months from the date of approval. If work has not yet commenced, you must submit a request for an extension.
6. Failure to obtain approval for an architectural change is a violation of the Association's rules and may lead to the imposition of fines or legal proceedings to restore the exterior of the home to its original state.

***** Once the architectural change has been completed, you must contact the Property Manager so the Association can verify that the change has been made accordingly. *****