

Pickawillany Condominium Unit Owners Association
Grounds Committee
Request to Modify Common Property

Name: _____

Address: _____ Phone: _____

Brief description of proposed change:

Supplier or Contractor: _____

Proposed Start Date: _____ Estimated Cost \$ _____

Attach an accurate, detailed, scaled drawing of the proposed modification, describing the existing condition and a description of ALL proposed changes. Drawings should be in sufficient detail for the committee to understand the design intent, basic structure and all proposed materials. Include catalogue cuts of plantings to be used, materials and methods of construction and any additional information which will help the committee understand your intentions. Note: All woody plants must be indicated and identified on the plan.

Submit two copies of all required documentation to the committee chairman, along with a refundable deposit equal to 25% of the estimated cost of the modification (up to \$300). Make the check payable to: Pickawillany Condominium Unit Owners Association. The deposit will be returned to you upon successful completion of the approved design and full compliance with all Association rules and regulations pertaining to the modification (including notification of and approval of necessary changes, see below), as determined by the Board.

The committee will review your request at its next regularly scheduled meeting, and will notify you as to the status of your request. The committee will probably want to review the proposal at your home, at which time you

may wish to explain any portion of the proposal that the committee finds unclear.

After committee review, your request will be presented by the committee at the next regular Board of Managers meeting. You are invited (and encouraged!) to attend this meeting. The committee chairman or property manager will document the Board's action in writing. Appeals by owners or neighbors may be made to the Board.

After review by the Board, please notify the committee chairman (a) when you are ready to start construction and (b) when your project is complete. Note: ANY CHANGES TO THE DESIGN (INCLUDING ADDITIONS, MODIFICATIONS, ADJUSTMENTS AND DELETIONS) made

after Board review MUST BE REFERRED

TO THE COMMITTEE FOR REVIEW AND APPROVAL IN ADVANCE, even if the result of unforeseen or concealed conditions discovered during construction.

I/we understand the rules concerning the attached modification proposal. I/we agree to abide by the decision and/or special conditions set forth by the Pickawillany Board of Managers. I/we acknowledge my/our responsibility for meeting all regulations and, and understand that the Pickawillany Unit Condominium Unit Owners Association assumes no responsibility - either initially or in the future - for any costs associated with the proposed modification, including, but not limited to: maintenance and repair of the modifications, repair or replacement to the modification due to Association repairs to common or limited common property (including underground utilities), damage to existing structure or building elements, or disruption of or damage to underground utilities.

Signature(s): _____ Date: _____

For COMMITTEE USE:

Date Application Received: _____ Initials: _____

Committee Review Date: _____ Initials: _____

Committee Recommendation:

Board of Managers Review Date: _____ ACTION: __ Initials: _____

Comments:
