

Owner Modification Request Form

If you'd like to make any modification to your condominium that **will** change the visual appearance of the exterior of the building, you must fill out all sections of this Owner Modification Request Form and return it either hardcopy or electronically to the addresses listed above.

Once this completed form is received, it will be forwarded to the Association's Board of Directors for their review; once reviewed, you will be contacted with any further questions the Board may have, further materials needed, and/or the Board's approval or denial of the modification request.

IMPORTANT: no work that affects the exterior of the building is permitted to commence until written approval from the Board of Directors is received.

If you have any questions regarding this Owner Modification Request Form, please contact the Association's Agent, Mountain Valley Property, Inc., at the phone number listed above and they'll be happy to assist you.

1. Project Description (what type of exterior change will be made to the building?):

2. Subcontractors Needed (electricians, plumbers, HVAC, gas appliance technicians, etc.):

3. Please include a diagram (or take a picture of the building and draw the proposed modification on it) showing what the visual effect on the exterior of the building will be. You should include all relevant elements of the building (including, but not limited, vents and their placement/ heights on the building, etc.). Please note: depending on the complexity of the project, the Board of Directors may later request a to-scale or engineered drawing of the proposed exterior modification: *(please feel free to use a separate piece of paper, if needed)*

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4. Other Comments and Important Information (including information you feel the Board should be aware of when reviewing and making their determination on the modification request):

5. Name: _____

Condo # and Street: _____

Contact Phone Number & E-mail: _____