

HOMEOWNERS' ASSOCIATION

PROPERTY IMPROVEMENT FORM / Architectural Change Request

Please complete this application and include any appropriate attachments (drawings, paint chips, photos, etc.) Guidance for specific property improvements and/or architectural design changes are shown below for guidance and compliance.

Mail or deliver to: support@navigatecm.com or submit on the homeowner portal.

Date: _____

Owner: _____

Property Address: _____ Unit #: _____

Mailing Address: _____

Contact Phone: () Email address: _____

Contractor, Architect, Engineer or Owner's Representative: (If Applicable):

Name: _____

Address: _____

Phone: () _____ Cell: () _____

Detailed description of improvement(s) desired (give full details of purpose and/or reason, include type and colors of materials to be used).

[illegible]

INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION:

1. Drawings showing the location of improvement(s) within the property boundary and the dimensions from existing structures within the boundary.
2. Complete dimensions of improvement(s).
3. Drawings to show affected elevations.
4. If landscaping improvements include trees or shrubs, please identify species and height at maturity.

NEIGHBOR NOTIFICATION:

The intent is to advise your adjacent neighbors who could be impacted by the improvement(s) to your unit or Limited Common Elements. Neighbors are asked to review your plan and sign this form acknowledging the proposed improvement(s). Comments may be written on the back of the form. Neighbor approval/disapproval shall only be advisory and shall not be binding in any way on the Board of Directors decision.

SIGNATURE NEIGHBOR NAME & ADDRESS

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I UNDERSTAND AND AGREE THAT:

1. No work on this request shall commence until written approval of the Board of Directors has been received.
2. Improvement requests will receive a written response within 30 days of submission.
3. All improvements approved by the Board of Directors must be completed within ninety (90) days after approval. Extenuating circumstances should be brought to the attention of the Board of Directors.
4. Within thirty (30) days of completion of improvements, I will notify the Board of Directors in writing of such completion for the Board to make its inspection as to compliance with approved plans and specifications.

5. The RULES & REGULATIONS for the Association shall apply to any property improvement approval.

PROPOSED STARTING DATE: _____

EXPECTED COMPLETION DATE: _____

SIGNATURE: _____ Date: _____

OWNER (Authorization of representative must be attached)

In the event a homeowner fails to obtain written approval prior to making any improvements, the Association may, at its discretion, take corrective steps, including fines.

Board Approval: _____ Date: _____

Filed _____ Date _____