



## **Fairway Boulevard CC&R's require Architectural Approval Prior to External Modifications**

Please be aware that according to our CC&R's prior to any work beginning on any "...exterior addition to or change or alteration therein be not made until the plans and specifications showing the nature, kind, color, shape, height, materials, location and other material attributes of the same shall have been submitted to and approved in writing as to the harmony of external design and location in relation to surrounding structures and topography by the Architectural Committee..." of the Fairway Boulevard Homeowners Association. Please note this also includes the installation of satellite dishes which should not be visible from the street.

All architectural reviews are documented and made part of our BOD minutes. This review process is a very important one especially as our properties age and new owners wish to update their units.

The following pages provide you with sample of an Architectural Modification Request and a sample of the Financial Waiver that is required.

# **Sample Architectural Modifications Letter**

**Fairway Boulevard Owner's Name**

**# \_\_\_\_\_ Fairway Boulevard**

**Kalispell, MT 59901**

**Phone number & email if available**

Date:

Dear Wally,

Please forward this letter, photo and document attachments to the Fairway Boulevard Architectural Committee as we are seeking approval for the following window / door replacement project. This is our proposal:

We would like to replace the aging doors and windows within our unit. We believe that retaining the white window color scheme enhances the overall look of our unit and continues to blend better with the adjacent units.

We have provided, as attachments, examples of the types of windows, doors both entrance, upstairs and doors to both the front and internal patio. We will follow the contractor guidance that was provided.

Based on your discussion with me, we will sign a waiver of liability and insure that the contractor will have the appropriate insurance coverage. If you or the committee has questions or concerns please contact us.

Sincerely,

**Sample of the FBHOA  
Waiver of Financial Responsibility**

Date \_\_\_\_\_

The Owner(s) of Unit # \_\_\_\_\_ has been granted permission to begin modifications as documented and requested (attached) under Article XV, 1. Architectural Approval, of the Declaration of Covenants, Conditions and Restrictions (CCR's) of Fairway Boulevard Townhouses when the waiver below is signed and dated.

I \_\_\_\_\_ hereby waive financial responsibility from the Fairway Boulevard Townhouses Homeowners Association, officers and their employees / contractors from any liability of personal injury, of loss or damage to personal property associated with activities participated in this event. I will assume financial responsibility for any damage to my unit or any adjacent unit caused by this event. If my project requires digging around my structure, I will insure that Montana U-Dig 811 or phone: 406-755-8344 or 800-551-8344 has been completed prior to starting my project.

I acknowledge that I understand the content of this document. I am aware that it is legally binding and I sign it out of my own free will.

Owner(s) Name: \_\_\_\_\_

Owner(s) signature \_\_\_\_\_ Date \_\_\_\_\_

Fairway Boulevard Homeowners Association Board of Directors

Officer's Name: Leland "Wally" Walbruch, President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_