

SPRING CREEK CONDOMINIUM ASSOCIATION

Type of Architectural Request

- Deck
 - Patio
 - Windows
 - Patio Door
 - Storm Door
 - Front Door
 - Garage Door
 - Outside Lights
 - Other (please define)
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ARCHITECTURAL REQUEST

UNIT OWNER CHECKLIST

1. Unit Owner obtains request form and documents from Property Manager.
2. Property Manager reviews and forwards original to Architectural Chair.
3. Architectural Chair inspects area of change/addition.
4. If change/addition is approved, original forms and documents are given to Unit Owner. Approved Architectural Request changes/additions must be completed within 90 days of approval date. After 90 days, the Architectural Request forms are void and must be resubmitted for new approval.
5. Unit Owner proceeds with work. Unit Owner is responsible for hauling off debris. Old deck materials, storm doors, satellite dishes or other items removed are not to be placed in the dumpsters.
6. Upon completion of work, Unit Owner signs documents, has contractor sign the document and returns original packet to Property Manager.
7. Property Manager advises Architectural Chair that work is completed and gives packet to Architectural Chair.
8. Architectural Chair performs final inspection. If work is satisfactory, Architectural Chair signs packet and returns packet to Property Manager.
9. Property Manager processes final paperwork in office, sending originals of completed request back to the Unit Owner. Copies are kept in the Unit Owner's file in the office.

In the event a request is denied, the Architectural Chair will return the request to the Property Manager. The Property Manager will advise the Unit Owner, in writing, that the request has been denied and also advise the Unit Owner that an appeal can be made to the Board. Copies are filed as above.

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ARCHITECTURAL REVISION/ADDITION FORM

PART 1 – APPLICATION AND REVIEW PROCESS

Unit Owner(s) _____ Date: _____

Unit Address: _____ Telephone: _____

Nature of Architectural Revision/Addition: _____

I have been advised that it is prudent to obtain a Mechanic's Lien from the contractor upon completion of the work.

Color (if applicable): _____ Dimensions: _____

Location: _____ Construction Material: _____

(Attach drawings, reference materials, copy of contract, photos of revision location, brochures, and any other necessary information.)

Supplier/Contractor: _____

Unit Owners must be in financial good standing to obtain an approved request.

FOR INTERNAL/BOARD USE ONLY:

Date Received: _____ Received by: _____

Authorized Work: Date: _____ Signature: _____

Inspected on: _____ Inspected by: _____

Approved on: _____ Disapproved on: _____

Reason for Disapproval: _____

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PART 2 – UNIT ADDITIONS OR REVISION DAMAGE REIMBURSEMENT AND DISCLOSURE AGREEMENT

I/we accept full financial responsibility for any damage and/or repairs related to or caused by the requested addition/revision. This includes damage caused during the installation, any subsequent damage caused by the addition or revision to my unit or any other unit or common element, and any damage done to any common element or unit by the contractor during a revision /addition.

In the event I/we sell the unit, I/we will disclose this Damage Reimbursement and Disclosure Agreement to the buyer(s). The buyer(s) must sign a Damage Reimbursement and Disclosure Agreement and provide it to the Board.

Name of Unit Owner (printed): _____

Signature of Unit Owner: _____

Date: _____

Name of Unit Owner (printed): _____

Signature of Unit Owner: _____

Date: _____

Name of Contractor (printed): _____

Signature of Contractor and Date: _____

Architectural Chair Final Approval and Date: _____

Original form will be retained by Property Manager for processing. Unit Owner will be forwarded a copy for their file after processing is completed. (Upon final completion Property Manager will return originals to Unit Owner.)

The Board may take up to sixty (60) days to reach a decision, in accordance with Article Fifteen, subsection 12.1.c of the Condominium Association Restatement of Declaration.

Owners must be in good financial standing with the Association to obtain an approved Architectural Request