

GUIDELINES FOR MODIFICATIONS APPROVAL

1. Any modifications including additions, alterations, remodeling and/or replacements inside or outside the units must be approved by the Board of Directors, as noted below.
2. Unit owners must fill out and submit an A/GM application (*Form PNR3A-2019*) to the Board of Directors well in advance of any type of interior work involving structural changes, plumbing, electrical work, HVAC work or replacement of flooring on a 2nd floor unit to ensure compliance with the codes and for written approval of the proposed changes from the Board.
3. Approval must be obtained for any exterior work to be done anywhere on the common elements or limited common element.
4. If a proposed modification will affect the exterior of the building or the common element, the permission of all adjacent or affected owners of units in that building must be obtained. The owner applying for the modification must obtain signatures from such owners and submit the form with the A/GM (*Building Owner's Signature Form PNR3B-2019*). Approval will not be granted without all signatures.
5. Approved work must start within 60 days from the date of Board approval. Approval will expire after 60 days.
6. Any work which is started without Association approval or notification will result in a fine of \$100.00/per day, not to exceed a total of \$1000.00.
7. If emergency work is necessary, work may commence upon notification to any Board officer or the management company. This does not relieve the owners of their obligation to send written notice to the Board no later seven (7) calendar days from date of the emergency work performed.

APPLICATION FOR ARCHITECTURAL/GROUNDS MODIFICATION

OWNER: _____ **UNIT #:** _____ **PHONE #:** _____

The unit owner assumes full responsibility for the maintenance of the modifications herein described and holds the Association harmless from any liability or damage to the subject property, contiguous property, or community common property as a result of this modification. All work will be done at the owner's expense. This request is subject to obtaining ***all required county and state permits***. Any damage caused by this modification to sidewalks, roadways, irrigation systems, utility and cable TV facilities will be restored at the owner's expense. The project must begin within 60 days of Board approval.

The owner shall notify the Board of Directors, in writing, upon completion of the modification. ***The Board reserves the right to inspect the completed project to determine compliance with this request.***

Approval is hereby requested to make the following modifications, alterations or additions as described and depicted below and/or on additional attached pages. Please include a full description of the modification including dimensions, materials, color, design, location and any other data.

No work or modification will begin prior to approval of this request.

Owner's Signature _____ Date: _____

<i>For Board of Directors' use only</i>		
Date Received by Board Member: _____		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Owner Notified		
_____	_____	_____
Architectural Chair	President	Date

ADJACENT/AFFECTED OWNERS' PERMISSION FOR A/GM

If the proposed modification will affect the exterior of the building or anywhere in the common element, the permission of all adjacent and affected owners of units must be obtained. In that case, this completed form must be attached to the A/GM application. Failure to obtain permission from all adjacent or affected owners will result in denial of the modification.

I, the undersigned, as an owner adjacent to or affected by the proposed modification, fully understand the proposed modification and its effect, and hereby grant my permission for the modification to occur.

Unit/ Bldg #	Owner Name (Printed)	Owner Signature	Date

As the owner requesting the modification, I hereby attest that I have fully explained the modification to each of the above owners and obtained the signatures without coercion or misrepresentation.

Requesting Owner's Signature

Date