



Application for Changes to Common Area

Introduction

Please complete this form to apply for approval to make changes to any common area.

Definitions

*...no Owner or Resident may make any structural alterations to the Common Area (including the Limited Common Area), without the express prior written consent of the Management Committee. (CCRs III, 21, f, pg 11) The community Covenants, Codes, and Restrictions (CCRs) define the common areas as: ...The real property and interests in real property in the Project owned in common by the Unit Owners including but not limited to the following: a) The real property and interests in real property submitted hereby, including the entirety of the Tract and all improvements constructed thereon, excluding the individual Units. b) All Common Areas and Facilities designated as such in the Survey Map or Maps; c) All **Limited Common Areas** designated as such in the Survey Map or Maps... f) All portions of the project not specifically included within the individual Units... (CCRs I, 12, pg 11) Limited common areas include: ...any portico, colonnade, Unit entry, doorsteps, landings, porches, balconies, decks, patios, private yard areas, garages, carports, assigned parking spaces, storage lockers, or other improvements intended to serve only a single Unit... (CCRs I, 25, pg 13) Residents shall not make changes until the decision is ratified by the Management Committee and notice is given of the approval to the resident. The management committee has **30 days** to review and notify the resident of the decision. If changes are made without approval, the resident incurs all costs to restore the common area to its preexisting condition.*

Instructions

1. Please complete the form below in its entirety.
2. Please attach any necessary documentation to support your proposal.
Documentation may include, but is not limited to: bids, plans, drawings, photographs, etc.
3. Submit the completed form and any documentation to a member of the Management Committee.

Form

Name _____ Telephone _____

Address _____ Unit Number _____

Description _____

Documentation included? Yes ☐ No ☐ Type of Documentation _____

Signature _____ Date _____

For HOA Board use only:

Date Received _____ Date Reviewed _____ Date Returned _____

Approval? Yes ☐ No ☐ Partial ☐ Conditional ☐ Other ☐

Notes _____
