

The Highlands Condominium Association

Alteration Request

Statement of Understanding

You are submitting the Alteration Request to the Executive Board for their review and approval of the alteration described on the request form. For this request to be considered, the following conditions must be understood.

1. It is the desire of this association to maintain a uniform look and feel to the community. Therefore, any alterations must conform to the established design, architecture and color coordination of the community; this must be considered when designing your proposed alteration/addition. This is especially important for the front and sides of the unit.
2. The common area that you wish to alter is the property of all unit owners in this Condominium Association, and remains the responsibility of and is subject to the Declaration and Bylaws of this Condominium Association and any actions taken by the Executive Board in connection with the administration of the Condominium Association.
3. Any costs involved to implement the requested alteration are yours to bear solely and, in no way, give you any exclusivity to the use of this common area and, further will, in no way, require any special consideration by the Board in its decision processes nor encumber the Association with any additional general or reserve account expenditures, or insurance liabilities.
4. Should this requested alteration require any additional maintenance or upkeep, said costs for such maintenance or upkeep are at your expense and shall, in no way, relieve you of your responsibilities as a unit owner within the Association.
5. Please be aware that initiation of action to implement any portion of the requested alteration prior to Board approval is subject to a fine and/or removal/restoration at the unit owner's expense.
6. For this alteration request to be considered, it must be accompanied with an Insurance Certificate from the contractor performing the work.
7. You are responsible for obtaining any building permits and approvals that may be required.

I, _____, have read, understand and agree with the above-outlined conditions and hereby affix my signature as evidence of agreement.
Please PRINT your name clearly

Signature

Date

The Board thanks you for investing your time and resources to enhance our community.

For Board Use			
Date Received _____	Initials _____	Date of Decision _____	Initials _____
_____ Approved as submitted			
_____ Approved with conditions: _____			
_____ Denied: Reason(s): _____			