

Collingwood Pointe



at the Preserve

EXTERIOR MODIFICATION APPLICATION OR VARIANCE REQUEST FOR EXTENDING PATIO AT FRONT DOOR AREA

Name: _____ Date Submitted: _____

Address: _____ Telephone: _____

Description of modification: _____

Draw or attach a plot plan showing the exact location with respect to the condo unit.

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EXTERIOR MODIFICATION APPLICATION OR VARIANCE REQUEST FOR EXTENDING PATIO AT FRONT DOOR AREA. (Continued)

Materials and colors: _____

Landscaping materials: _____

Date modification to begin: _____ Date to be completed by: _____

The owner(s) or their designees (contractor) must comply with the following:

- 1) The specifications as approved by the Board of Directors.
- 2) No more than a **(2 foot)** area beyond sidewalk into common area from front door to end of sidewalk on frontage of building will be approved. *(See example on page 3)*
- 3) No landscaping materials will be removed without Board approval. Existing landscape beds cannot be expanded.
- 4) Existing sidewalk will not be allowed to be modified or removed.
- 5) Upon request, a specification sheet will be issued to home owner for construction. *(Recommended)*
- 6) Upon approval of Board, all responsibility including costs and performance for added modifications to the common and limited common areas will result in total responsibility of repairs to homeowner from this date forward, including repairs to any damages to the Common Area or condo unit. *This includes replacement and adjustment of bricks, replacing settling sand in gaps, removal of bricks and base for future landscaping and replacement of broken bricks and cleaning, as well as full maintenance of snow and ice removal. (Homeowner responsibility for repairs are not limited to these examples)*
- 7) HOA will not be responsible for contract disagreements, work not completed, or work completed unsatisfactory to home owner by contractors.
- 8) A copy of variance will be kept on file. During the process of selling property, the home owner or realtor will have the responsibility of informing new owners and issuing the new owners a copy of variance for their records.
- 9) *Declaration and By Laws: Article III, Section 2- Restrictions-Paragraph (o) Architectural Control*

***I have read the above requirements and I agree to comply with them by adding my signature stating I understand and will adhere to them.

Signature of owner: _____ Date: _____

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PLEASE SUBMIT FORM TO: BOARD OF DIRECTORS

Board of Directors recommends / does not recommend this modification for approval.

Approved Disapproved

By (President) _____ Date: _____

Property Manager at Vaughan Group Ltd.

Management Company recommends / does not recommend this modification for approval.

Approved Disapproved

***** This is just one example. Please understand there are many different designs of buildings and each variance may be different. Any design question and concerns, contact Board Member.**

