

# Collingwood Pointe



*at the Preserve*

## EXTERIOR MODIFICATION APPLICATION OR VARIANCE REQUEST FOR BUILDINGS

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Description of modification: \_\_\_\_\_

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

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## EXTERIOR MODIFICATION APPLICATION OR VARIANCE REQUEST FOR BUILDINGS *(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) Upon request, a specification sheet will be issued to HOA Board for construction.
- 3) 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 any homeowner from this date forward, including repairs to any damages or future to the Common Area or condo unit. *(Homeowners responsibility for repairs are not limited to these examples)*
- 4) HOA will not be responsible for contract disagreements, work not completed, or work completed unsatisfactory to home owner by contractors.
- 5) A copy of variance will be kept on file. During the process of selling the property, the home owner or realtor will have the responsibility of informing new owners of responsibility and issuing the new owners a copy of variance for their records.
- 6) *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.**

