

# **APPLECROSS COUNTRY CLUB HOA**

## **EXTERIOR MODIFICATION REQUEST FORM**

(Complete form in black ink or typed. Completing and signing this form confirms that all HOA rules and regulations were reviewed before submission)

Address: \_\_\_\_\_ DATE: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_ Work Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of Exterior Modification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please continue on another sheet of paper if needed)

Work to be completed by (place "X" next to your selection): \_\_\_\_\_ Contractor \_\_\_\_\_ Homeowner \_\_\_\_\_ Both \_\_\_\_\_ Sub-contractors

Contractor Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

All work performed, by either contractor or a homeowner, must receive prior approval from the Executive Board. All contractors or homeowners are responsible to familiarize themselves with the As-Built Plan prior to commencement of requested work. As part of the approval, the contractor and subcontractors **MUST** submit an Insurance Certificate of Liability before the work is started.

As the homeowner, I/We agree to be fully responsible for the entire installation, maintenance and upkeep (replacement, insurance, etc.) for the above request, if approved. This agreement will be made part of any agreement of sale that I/We may enter into for the above-mentioned unit.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### **Indemnity Agreement:**

It is understood that prior to the commencement of the architectural change/modification, a Certification of Insurance must be received (including Workman's Compensation Insurance) from my contractor and sub-contractors. Furthermore, I agree to indemnify APPLECROSS COUNTRY CLUB MASTER ASSOCIATION from any claim, dispute or mechanic's lien arising from the proposed architectural change/modification. All damage to the common and limited common areas, community owners, residents and visitors arising out of the architectural change/modification is my responsibility and I agree to hold the Executive Board, Association and Management harmless from any and all liability which may result from the approval of my request.

Owner: \_\_\_\_\_ Signature: \_\_\_\_\_

Owner: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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