

PINE VALLEY CONDOMINIUMS HOA, INC
ARCHITECTURAL/LANDSCAPE CHANGE REQUEST FORM

Instructions:

1. Complete this form in as much detail as possible to obtain approval for any exterior structural, cosmetic or landscape changes to your property.

Examples of changes include, but are not limited to, any structural or exterior changes such as decks, front doors, railings, stairs, patios, windows, patio doors, additions/extensions, sculpture, storage buildings.

Or Landscape changes: Add/remove plants or trees, add/remove hardscape.

2. Submit this form and a copy of plans or drawings for review to the Pine Valley Board of Directors for review at libgolf@gmail.com.

***** Note the HOA may take up to 30 days to approve this request*****

Homeowner's Name: _____

Property Address: _____

Homeowner's Phone: _____

Homeowner's Email: _____

Request Statement and Agreement

I determine this proposed project to be fully compliant with the Pine Valley Condominium Homeowners Association, Inc Covenants. I request project approval by the Architectural Committee or by the Association for the above-described project only. I grant permission to the Committee to enter my property and inspect the project prior to and/or upon completion of the project. If the Pine Valley Architectural Committee determines this project in any way violates the existing Association Covenants, and is not completed within 60 days (or other previously approved time period), I will cause the project to become completed in a manner fully compliant with the covenants or allow the Association to cause the project to become fully compliant with the covenants and maintenance standards and reimburse the association for all expenses associated with the compliance. Furthermore, I will be responsible for obtaining all necessary permits required by local governments having jurisdiction.

Homeowner Signature: _____ Date: _____

Describe proposed changes or additions below.

1. What change(s) are you planning to make? Include in your description of proposed change (include such information as location, elevations, dimensions, materials to be used, changes in grade, etc.) Use an additional sheet, if necessary, to provide ample detail.

2. Does the work require a Village permit? If yes, please provide a copy/copy of permit(s).

3. Does an existing Pine Valley condo have the change you are requesting? If so what is the condo number _____. Will your change be identical? _____ If no, how will it differ?

4. How will your change impact your immediate neighbors (above/below, on either side of you) or the neighborhood?

5. Date work to begin (must be greater than 30 days from submittal date):

Estimated completion date:

6. Name of Contractor(s) and phone number:

Internal use only: This plan is approved by the PV HOA and valid for 60 days from the approval date.

Special Conditions for Approval:

Approved Not Approved (include reason) Conditional Approval (see above)

Signed _____ Date: _____
Architectural Committee Member or
The Pine Valley Homeowners Association

Approval valid through _____