

SUMMIT OWNER'S ASSOCIATION
Request for Modification and/or Alteration to Unit

Name _____

Address _____

City/State/Zip _____

Phone(s) H: _____ W: _____

Date Submitted _____ Date Received by Management _____

In accordance with the Summit Owners' Association, Inc. Declaration of Condominium and the Association's Rules and Regulations, I request your consent to make changes, alterations, renovations, additions and/or removals to my unit.

Some modifications may require submission of a detailed (to scale) drawing or blueprint of your plan(s).

I understand that Association Management and/or member(s) of the Board of Directors will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work. Work is allowed Monday – Saturday 8am – 5pm; No Sundays or Holidays.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Summit Owner's Association, its Board of Directors, its agent and/or management have no responsibility with respect to such compliance and that the Board of Directors' or its designee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
8. I understand that a decision by the Board's designee is not final and that the Board of Directors may reverse or modify a decision upon the written application of any owner made to the Board of Directors within ten (10) days after the Board's designee makes its decision.
9. The contractor is: _____
10. If approved within twenty-one (21) days, the work would start on or about _____ and would be completed by _____.
11. Any work not started on or before _____ is not approved and later construction/work performed which related to this request must be subject to re-submittal to the Association.

Owner Signature: _____

Date: _____

Approved By: _____

Date: _____

Approved by SOA 02/03/18

SUMMIT OWNER'S ASSOCIATION
Request for Modification and/or Alteration to Unit

REQUEST FOR MODIFICATIONS/ALTERATIONS TO UNIT
--

Please identify below, the item(s) you are requesting to change, modify or alter. Some changes and/or modifications may require board of director approval.

Owner Name/Signature	Unit # - Condo Address -	Date
----------------------	-----------------------------	------

Approved by: _____
Date: _____

Board and/or Management Notes:
