

SANDY BRAE CSA

REQUEST FOR APPROVAL TO MAKE EXTERIOR ALTERATIONS

1. _____ (Approximate Date)
Name of Owner Requesting Approval **To Begin Alteration**
2. _____ (Approximate Date)
Address of Unit where Alteration will occur **Completion of Alteration**
3. _____
Home Phone Number of Applicant **Work Phone Number of Applicant** **Email Address of Applicant**
4. _____
Mailing Address of Unit Owner (if other than address in #2)
5. **Type of Alteration:** _____ Landscape _____ Building Exterior _____ Other
(If other, please explain): _____
6. **Location of Alteration in respect to nearest unit:** _____ Front _____ Side _____ Rear
_____ Other (please explain): _____
7. **Scope of Alteration:**
Please explain in detail what you are requesting permission to do - include approximate dimensions if appropriate: _____

8. **Materials to be Used:**
Describe the type of materials (or shrubs) to be installed and/or removed and quantities of each material:

9. **Signature of nearest owners (residing there) to the right and left of your home to signify they have been made aware of this alteration: (Not necessary for like-kind replacement requests)**
Note to Neighbors: Your signature indicates you have been notified of this proposed alteration. If you object to this alteration, please contact either the management office, or a Board or EPB Member at once!

Signature/Address of Neighbor **Signature/Address of Neighbor**
10. **Additional Information:**
Please attach a drawing depicting the proposed alteration. Include a site/plot plan, material sample, photographs, manufacturers literature and color chips (if applicable) to help illustrate your modification.
11. In order for this review and approval to be considered, the following conditions must be agreed upon by you: *Any costs involved to implement the requested alteration are yours to bear, and, in no way gives you any exclusivity to the use of this Common Area. Should this requested alteration require any additional maintenance or upkeep, any additional costs for such future maintenance or upkeep will be at your expense.*

Notes: _____

Owner Signature

Date

Please note that the community welcomes and encourages alterations, which enhance and maintain property values. And to preserve the community's property values, Sandy Brae home owners have required that the Board of Directors approval must be granted in writing before any work can begin.