

Architectural Request Form

Charter Lakes Condominium Association

(To be completely filled out and signed by Owner/Contractor requesting a change in structure or appearance of a Unit or limited common area)

Name(s) of Person(s) Making Request: _____

Address _____

Date of Request: ___/___/___

Type of Request:

___ Structural (Including plumbing and electrical)

___ Appearance

___ Other

Please describe your request and attach any photos, diagrams or specifications that will explain you request (this will help the Board of Directors in the decision process and may reduce any delays in decisions):

Note: If plans require plumbing or electrical work, contractor must provide copies of business license, proof of liability and worker's comp. insurance and must schedule outages with the Management Office at least 7 days in advance of the scheduled work. Contractor

is also required to clean up all debris on common areas and remove trash from Association property daily.

I acknowledge that, per our Condominium Documents, any changes or alterations that require approval must be reviewed by the Board of Directors prior to work commencing. The Board of Directors will have up to 45 days to render a decision from the date of this request.

Signature(s) of person(s) making request:

(For Board use)

Date Initial Request Received from Manager or Unit Owner: ____/____/____.

Notes:

- ___ Approved as is
- ___ Approved with modification (_____)
- ___ Denied (See notes above for reason)
- ___ Contractor verifications pending (must be on file in the Office prior to start of work)

Signature of Board President: _____

Date approved/denied: ____/____/____.

Date Manager notified Owner of decision: ____/____/____.

Signature of Manager: _____