

**O'Brien**   
**Association Management**  
**MODIFICATION FORM**

**Owner Information**

Association Name: \_\_\_\_\_

Full Name: \_\_\_\_\_  
*Last* *First*

Address: \_\_\_\_\_  
*Street Address* *Unit #*

\_\_\_\_\_

*City* *State* *ZIP Code*

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email \_\_\_\_\_

Description of Modification:

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

Contractor Phone: \_\_\_\_\_

Please completely fill out all fields of the modification request form. An accurate sketch with proper measurements will be required for any deck, patio, and significant exterior or landscaping changes. The Board of Directors will review your request in a timely manner. The more information you supply will allow the approval process to move more quickly. All contractors working in the Association must be properly licensed and insured. If your request is approved you will be responsible for all future maintenance on the modification. If sprinkler lines must be moved or adjusted management must be contacted and the co-owner is responsible for the cost of service. The owner will also be responsible for the cost of removal if the Association or Municipality requires access to an area obstructed by the modification. The owner will be responsible for any damaged caused by the installation of the modification. The owner agrees to hold the Association harmless for any harm caused by the installation or use of the modification. If not properly maintained the Association may choose to make the repair or removal of the modification at the owner's cost. Work may not begin until an approval letter has been sent to you. All documentation of this approval must be passed on to a new owner if you sell the unit. If the request is denied no work may begin.

By signing I agree to all the terms of the Modification Request Form as listed above.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Approval \_\_\_\_\_ Date \_\_\_\_\_