

# *Maple Ridge Creek Village*

## *Condominium Association*

### **MODIFICATION REQUEST FORM**

*(Approval of the Board of Directors is required prior to the commencement of any modification.)*

Co-owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

**Requested Modification** *(Check Whatever Applies):*

Exterior Appearance \_\_\_\_\_ Landscape \_\_\_\_\_ Structural \_\_\_\_\_ Pavers \_\_\_\_\_ Other \_\_\_\_\_

**MRC Policy Number that Applies:** \_\_\_\_\_ **Paver Color** *(If applicable)* \_\_\_\_\_

**Explanation of Modification:** *(If applicable, a diagram indicating distances from condo walls, driveway, and/or walkways and the position of sprinkler heads must be included with this form.)*

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*[Continue on back if necessary]*

**The work will be performed by:** \_\_\_\_\_

#### **PLEASE READ THE FOLLOWING CLOSELY BEFORE SIGNING:**

1. All applicable codes and regulations will be followed and all necessary permits will be obtained at my expense, before any work begins on this modification.
2. I have read and understand all applicable sections of the Bylaws and/or Policies.
3. All future maintenance resulting from this modification will be performed at my expense.
4. As a result of this modification, if the Association incurs any maintenance costs, I will reimburse the Association.
5. It is my responsibility to advise future assigns or owners of this unit of their on-going responsibility for this modification.
6. Should any legal regulatory agency require modifications to this variance at any future time, the required modification/s will be done at my expense.
7. **Whenever indicated in a policy, a recordable Modification and Alteration Agreement must be included.**
8. All work must be completed within **90 days** of its approval.
9. I hereby certify that I have read the above and all the information is truthful and accurate.

Signature of Co-owner: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

***Mail this completed form to the Management Company.***