

Application for Modifications by a Home Owner and Certification of Compliance

Please complete this application with all required information and submit it for approval. The Modifications Committee will review modification requests for Dwelling Units. The Landscaping and Grounds Committee will review requests for Common Area modifications. If a request has modifications that apply to both areas, then both committees will review the respective portions of the application.

Type of Request: ___ Structural ___ Landscaping ___ Common Area Landscaping

Modification Request Information:

Name of Home Owner _____ Date _____

Address _____ Lot No. _____

Phone No. _____ House Model _____

Brief Description of Request: _____

Greene County Building Permit Required: Yes / No Permit Obtained: Yes / No

Contractor Information (if pertinent):

Company Name _____

License No. _____ Date Expires _____

Liability Insurance _____

Start Date _____ Complete Date _____

Certification of Actions and Responsibilities

Initialize each statement to indicate compliance with all rules regarding the submission of an application according to the Governing Documents:

_____ Applicant has read and will comply with all requirements and rules in the Governing Documents. This especially includes the Design Guidelines and Articles IX and X of the Declarations.

- _____ Obtain the signatures of neighbors if any part of the landscaping or other improvement extends outside the Private Area or the landscaping work is in Common Area.
- _____ Provide two complete sets of this application (one to file & one to be returned to applicant).
- _____ Provide the surveyed plat of the lot showing the changes to be made. If the proposed change is in a Common Area, then the application needs to identify where.
- _____ Provide two complete sets of plans, specifications, materials list, photos, etc.
- _____ Applicant knows that before excavation, the Home Owner is responsible for the location of all underground utilities. Digging should not commence until all underground utility locations are marked.
- _____ Home Owners are responsible for cleanup of the project. All debris, sod, soil, etc. is to be removed and hauled to a proper waste sites. If contracted, the Home Owner must make sure that the contractor will remove waste material including sod and soil. If the project causes any injury to neighboring property, the Home Owner is responsible for any repairs.
- _____ The applicant acknowledges that if any work is commenced that is not approved or does not conform to the Governing Documents, then he/she will be liable for all costs necessary to bring the work into compliance. Approval of a project does not relieve the Home Owner from any requirements of the Governing Documents.
- _____ Applicant acknowledges that the Modifications Committee will make every effort to act within 30 days after receipt of a completed application per §1.4.B of the Design Guidelines.
- _____ Notify the relevant Committee when the project is completed, so that a final inspection of the work can be performed to ensure it was completed per application specifications.
- _____ If the proposed change is in a Common Area, then all procedures stated in Appendix H need to be followed in order for a waiver to be granted by the Board and/or committees.

Home Owner's Signature _____ Date _____

Home Owner's Signature _____ Date _____

Notification of Neighbors (If Required)

If the proposed project is entirely within the Private Area as defined in Section 2.1 of the Design Guidelines, then neighbor notification is not required. If any part of the landscaping or other improvement extends outside the Private Area or is in the Common Area, then this section is required. All neighbors whose lot(s) are adjacent to your lot must sign below. A signature by your neighbor only indicates awareness of your proposed modification and does not constitute their approval or disapproval.

Signature _____ Date _____ Address _____

Signature _____ Date _____ Address _____

Signature _____ Date _____ Address _____

Signature _____ Date _____ Address _____

Signature _____ Date _____ Address _____

Submission of Application:

Submit a completed application with all attachments to the Clubhouse staff at the front desk marked "Modifications Application". Please refer to the Association's monthly calendar for normal meeting dates of the Modifications Committee and/or the Landscaping and Grounds Committee.

Applicants are advised to attend any meeting reviewing the application, in case questions arise. Home Owners shall only proceed with work after approval of this application.

Modifications Committee Determination (for Dwelling Unit modification) :

The Modifications Committee has reviewed your request and determined the following:

____ Approved as submitted _____

____ Approved as noted _____

____ Not Approved as noted _____

Committee Chairperson Signature _____ Date _____

Landscaping & Grounds Committee Determination (for Common Area modification):

The Landscaping and Grounds Committee has reviewed your request and determined the following:

____ Accepted as submitted _____

____ Accepted as noted _____

____ Not Accepted as noted _____

Committee Chairperson Signature _____ Date _____