

Vintage Oaks Condominium Association

Application to Modification or Maintenance Request

As explained in our Declarations, exterior improvements or modifications require approval by our Board of Directors. This is the form used for applying for such approval.

Please describe all changes you propose to make to your exterior. Include a scale drawing(s) with top (plan) and side (elevation) views as necessary to clearly establish locations and elevations of any structures. Include dimensions and materials and specify color(s) if appropriate. Your drawing should include existing structures and boundaries where necessary to indicate relative location.

Please include any maintenance repair needed on your unit that relates to the exterior or limited common areas.

To avoid delay of Board of Directors action, please include all information the Board of Directors will need to make their decision. Attach additional pages if needed.

You may deliver this completed form along with drawings, to the Board of Directors. A copy of this form will be returned to you shortly with the bottom portion completed as your receipt.

Owner(s): _____ *Phone:* _____

Address: _____

Affected address, if different: _____

Brief description of proposed modification: _____

Brief description of Maintenance Request: _____

Signed: _____ *Date:* _____

FOR BOARD OF DIRECTORS USE ONLY

Board Decision Approved _____ Declined _____

Approval Signatures:

1. _____

2. _____

3. _____