

UNIT MODIFICATION REQUEST FORM

WILLOW BROOK HOMEOWNERS ASSOCIATION

Any Unit owner desiring to modify the exterior of his/her Unit shall complete this *Unit Modification Request Form* and submit it to one of the members of the Board of Directors.

PLEASE NOTE:

- A. No work may be commenced unless and until the Unit owner receives a copy of this *Unit Modification Request Form* back from the Board indicating (1) that the request has been either “Approved” or “Approved With Changes” and (2) signed by the President of the Board.
- B. If the request is “Approved With Changes,” the Unit owner may complete the modification(s) only if he/she revises the proposed work as required by the Board.
- C. Although a Unit owner may participate in making the modifications, a licensed contractor must oversee and be responsible for the work.

I. APPLICABLE COVENANTS:

Section VIII, Paragraph F of the *Sixth Amended Declaration and Restatement of Covenants, Restrictions and Easements for Willow Brook Homeowners Association* provides, in pertinent part, as follows:

The purpose of these Covenants includes a desire to maintain uniformity in appearance and condition. To that end, repair, maintenance, or replacement to exterior components, including but not limited to windows, garage doors, storm doors, exterior doors, paint and trim, shall be made as close to the original as is reasonably practical. All such repairs, maintenance, or replacements are subject to the approval of the Board.

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. . . in no event shall any such replacement or modification be performed without the prior approval of the Board, and in no event shall the Board approve any such replacement or modification unless the same is performed by a licensed contractor.

II. UNIT PROPOSED TO BE MODIFIED: _____

III. UNIT OWNER’S NAME AND CONTACT INFORMATION:

(Full Name)

(Mailing Address – City, State and Zip Code)

(Telephone Number)

(Cell Phone Number)

IV. DETAILED SUMMARY OF PROPOSED MODIFICATION(S):

(ATTACH ANY DRAWINGS, SKETCHES, OR PHOTOS THAT MAY BE HELPFUL TO UNDERSTANDING THE PROPOSED MODIFICATION(S).)

V. ADJOINING UNIT OWNER'S CONSENT (IF APPLICABLE).

If the proposed modification will affect the adjoining Unit (e.g., a modification of the shared portion of a privacy fence), the consent of the owner of the adjoining Unit is required. If he/she consents to the proposed modification, such consent must be confirmed by signing below.

(Adjoining Unit No.) (Signature of Owner of Adjoining Unit) (Date of Signature)

VI. SIGNATURE OF UNIT OWNER SUBMITTING REQUEST:

(Signature) (Date of Signature)

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DECISION OF THE BOARD:

_____ Approved
_____ Denied
_____ Approved With Changes (SEE ATTACHED LETTER FROM THE BOARD SETTING FORTH REQUIRED REVISIONS)

(Date of Board's Decision) (Signature of Board President)

NOTE: If the proposed modification is "Approved With Changes," (1) the Unit Owner must certify, by signing below, that he/she will incorporate the revisions required by the Board, and (2) if the proposed modification will affect the adjoining Unit, his/her consent is again required, and such consent must be confirmed by the Owner of the adjoining Unit signing below.

(Signature of Owner Submitting Request) (Signature of Owner Submitting Request)

(Date of Signature) (Date of Signature)

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