

**COTTAGES AT INNSBROOKE
HOMEOWNERS ASSOCIATION**

ARCHITECTURAL REQUEST APPLICATION

Unit Owner(s): _____ Date: _____

Unit Address: _____

Telephone: _____ Email: _____

Prior to beginning any addition or alteration to the exterior of a Unit or the Common Elements (including but not limited to patios, sunrooms, windows, fences), an Application must be completed, submitted, and approved by the Architectural Review Committee (ARC) of the Board of Directors of the Homeowners Association (HOA).

Description of Project: _____

Dimensions: _____ Color: _____

Materials: _____

Contractor Name/Address: _____

Anticipated Cost of Project: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Please attach all applicable items to assist the ARC with a timely review of the Application:

- **A drawing or diagram showing location and exact dimensions**
- **Contractor plans and specifications**
- **Photos, pictures, brochures, etc., showing location or materials**
- **Contractor/Supplier quotation listing materials and/or work to be performed**
- **City or County permits (if obtained)**

***** The ARC will attempt to approve or deny an Application within thirty (30) days of its receipt. An incomplete Application may result in a request for the Application to be supplemented or re-filed with additional information. *****

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I, as Unit Owner(s), understand and agree to the following provisions regarding this Application and any approval of it by the ARC:

1. NO work on the proposed addition or alteration can begin until I have received written approval from the ARC. If work is begun without such approval, I may be required to return the Unit to its original condition at my expense.
2. If changes are desired after an Application is approved, all work must be stopped, and a revised Application must be submitted to the ARC for review.
3. All approved work will be completed within thirty (30) days after the start date, unless an extension is requested and granted by the ARC. Any approval of the Application will expire six (6) months after the approval date if work has not begun, unless an extension is requested and granted by the ARC.
4. All approved work will be done at my expense, and I will be responsible for the maintenance, repair, and/or replacement of the approved addition or alteration.
5. I will comply with all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this project and will obtain any necessary governmental permits and approvals for the project.
6. Approval of the Application by the ARC does not certify or represent that the proposed addition or alteration complies with any law, code, regulation, or governmental requirement or complies with sound building practice or design.
7. Neither the HOA, the Board of Directors, the ARC nor their members, officers, or agents will be liable for damages for the decision to approve or deny the Application.
8. I will assume all liability and be responsible for all damage and/or injury which may result from the approved addition or alteration and for any defect in it.
9. In the event that the approved addition or alteration interferes with the maintenance, repair, or replacement of any Common Element by the HOA, I will be responsible for any additional costs associated with such work.
10. I will notify any buyer of the Unit of the approved addition or alteration and the buyer's responsibilities under #4, #8, and #9 above.

By signing below, I represent that I have read, understood, and agreed with the terms and conditions set forth in this two-page Application. (All Owners must sign.)

Unit Owner Signature / Date

Unit Owner Signature / Date

*****Please email the form with all proper documentation to:**

- **Linda Collet**
linda.bhl50@gmail.com
- **For any questions, please call 978-799-5603**