

Structural Modification Form

East Bluff Homeowners Association:

Questions? Call East Bluff office: 608-249-7006

East Bluff Homeowners Association's Rules and Regulations - Rule #3001 states that prior approval is required for any exterior structural modifications to their unit. See list on reverse for items that require approval.

Process for requesting approval:

1. Fill out the form below/reverse and return to Unit #309. If any changes are made to the original modification plans, the structural modification form must be re-submitted and include the changes.
2. The Superintendent will either approve/deny the request within 30 days of receiving this form. Please note that the vast majority of requests will not require 30 days – most are approved within 3-4 days. If the request is an emergency (such as a broken furnace in the middle of winter), please call the Superintendent to expedite the process.
3. Homeowners are not allowed to start any modifications until they receive a copy of the submitted form that has been **signed and approved by the Superintendent.**
4. If approval is given:
 - a. Once the work is scheduled the East Bluff office **must be notified** as to when the work will be done.
 - b. The **contractor must be informed** that they are not allowed to park in assigned spaces or on the sidewalk or grass.
 - c. Call the East Bluff office for a final inspection before the contractor leaves the premises. If you are doing the work yourself please call the East Bluff office for an inspection.
5. **Date Received** _____ **Unit #** _____

Homeowner Name _____

Homeowner Phone Number _____

Requests must come from homeowners – renters are not allowed to submit structural modification requests.

Please sign:

I, the homeowner, understand that all exterior structural modifications to my unit require written approval from the Superintendent. If I, the homeowner, do not receive written approval – meaning this form returned to me, signed, & marked ‘yes’ under approved - I understand that I do not have permission to make or hire someone else to make any exterior modifications. If I, the homeowner, fail to receive this approval before starting any modifications, I am responsible for reversing/removing any changes at my own expense. The Superintendent has up to 30 days to approve/deny this request in writing – if after 30 days I, the homeowner, have not received approval, I am allowed to move forward with only the proposed written changes that were submitted. If I, the homeowner, fail to respond to phone or written requests for more information from the Superintendent or board, I understand that the request is immediately suspended and I am not allowed to claim approval after 30 days. I, the homeowner, understand that perceived verbal approval from the Superintendent or any board member is not valid – only signed written approval via this form is valid.

Signed by

Homeowner _____

Date _____

Check off the type of modification you are requesting:

Windows* _____ (MUST BE WHITE OR CREAM AND MATCH ORIGINAL PROFILE WITH LARGE CENTER PANE AND NARROWER END PANES. NO DOUBLE HUNG.

Satellite Dish _____
(SATELLITE DISH MUST NOT BE INSTALLED ON THE ROOF) (NO HOLES) (THE MAINTENANCE DIRECTOR MUST BE PRESENT WHEN INSTALLED BETWEEN THE HOURS OF 8:00am AND 3:00 PM) (NO WIRES ARE ALLOWE TO BE RUN ON THE OUTSIDE OF BUILDING)

Gates* _____ (MUST PROVIDE DETAIL DRAWING FOR APPROVAL.) HEIGHT MUST NOT EXCEED FENCE WALLS AND MUST NOT BE ATTACHED TO EXISTING FENCE POSTS.

Wiring for: Electricity _____ Phone _____ Cable TV _____

Other Exterior Alteration: _____

*Submit pictures, plans, etc. to show exactly what the modification would look like. For external changes such as a new gate or deck, the owner needs to properly maintain any approved change, otherwise the maintenance will be done by the Association and will be charged back to the homeowner.

Please explain the modification further:

Name of contractor/person doing the work: _____

Do they have liability insurance? _____

Approved? Yes _____ No _____	Date submitted _____
Superintendent signature _____	Date _____

If the request is denied, you have the right to discuss with the board at the next meeting. View <https://eastbluffcondos.wordpress.com/board-meetings/> for board meeting schedule.

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