



HOME OWNERS ASSOCIATION

ARCHITECTURAL REVIEW & EXTERIOR CHANGE REQUEST FORM

Homeowner Information: Please review current association Bylaws and/or Rules & Regulations prior to completing this form. Work cannot be started until approved by Architectural Committee.

See conditions and instructions on back of this page or next page.

Owner Name: _____ Association Name: _____

Property Address: _____

Home Number: _____ Cell Number: _____

E-mail Address: _____

**Description of request including location, materials, color, impact on surroundings and current structure:
Attach drawings and additional information on separate pages.**

- Description of proposed project attached Drawing of proposed project
- Photos included Manufacturer's description/literature
- Copy of Town Permit if required

Contractor Information/Name of Company: _____

Address: _____ Telephone Number: _____

Contact Person: _____ Onsite contact cell number: _____

Work Start Date: _____ Work Completion Date: _____

Forward this form and all documents to Edgewater Management Group & Governors Square Board via:

E-mail: kelly.kenyon@edgewatermg.com **and**

E-mail: governorssquareeasthoa@gmail.com

Fax: 888.567.6784

U.S. Mail: Edgewater Management Group, P.O. Box 150, Fort Edward, NY 12828

<u>FOR OFFICIAL USE ONLY</u>

- Approved Disapproved

Architectural Committee:
 Authorized Signature _____ Date: _____

Board Member
 Authorized Signature _____ Date: _____

Comments: _____

Submission Conditions

The Homeowner submitting an Exterior Change Request acknowledges and agrees to comply with the following:

- The Association has 60 days to respond to an Exterior Change Request. Most simple requests are approved or denied within 15 to 30 days. Allow sufficient time for the Association to consider your request.
- The Homeowner, and any subsequent owner, is wholly responsible for all initial and recurring costs and liability associated with the installation, maintenance and repair of the described alteration. The Homeowner further assumes all responsibility for any damage to any common elements and/or injury that may occur as a result of the alteration and shall minimize the interference and inconvenience to others.
- Any approval granted by the Association shall be contingent upon all work being performed in accordance with the applicable laws, codes, ordinances and regulations of any government and/or agency having jurisdiction and it will be the responsibility of the Homeowner to obtain at the Homeowner's expense all necessary certificates, permits and licenses required by such governments and/or agencies.
- Proof of insurance coverage for the work to be performed supplied to the Association prior to the start of the work is a condition of this approval. Failure to provide the Association with proof of insurance for the work to be performed prior to the start of work will rescind any Association approval of such work.
- The Homeowner will abide by the decision of the Association. If the modification is not completed as approved, the modification will be required to be removed by the Homeowner or modified to the acceptance of the Association at Homeowner's expense. The Homeowner shall be responsible for all reasonable costs and expenses to ensure compliance with Association standards, including attorney's fees.
- All approvals granted shall be in writing and expire 6 months from the date of the approval letter unless specifically stated otherwise. Work shall be completed expeditiously once commenced, in a good workman-like manner and be in a timeframe acceptable to the Association.
- If an exterior request is wholly or partially denied, the applicant may resubmit their request further detailing its merits. The Association shall re-review the request and render a final decision.