

Application for Exterior Modifications for Park East Square Homeowners Association (PESHA)

All applications, with required documentation, must be submitted for approval by the PESHA Board of Directors (Board) **prior** to beginning any work. This application must be completed in full and any special requirements must be satisfied. The completed application and supporting documents must be submitted by the first of the month to allow review before approval by the Board at the monthly meeting on the second Tuesday of the month.

Owner's Name(s):

PESHA Townhome Address:

Mailing Address (if different):

Email Address:

Phone:

Alternate Phone:

Description of Proposed Alteration (please attach a drawing, plans, specifications, description of construction materials and information or samples of materials, colors, etc.):

Proposed start date:

Proposed completion date:

By signing this application, I certify I have read and will comply with the Association's covenants, policies, rules and regulations, and guidelines. Further, I agree to the following conditions.

1. I acknowledge that prior written approval must be received from the PESHA Board of Directors, acting on behalf of the Association, before any building or construction can commence, and that only improvements specified in the application will be done. Any other improvements not specified in this application will not be done without prior written approval from the Board.
2. I acknowledge that Association approval does not constitute municipal building department approval, and that I am solely responsible for compliance with all such municipal requirements. If a building permit is required, I will provide a copy to the Association.

3. I acknowledge that failure to comply with all Association requirements pertaining to architectural modifications will result in withdrawal of approval and a demand that the property be brought back to its original condition.
4. I understand that Association approval is not a guarantee of structural safety or engineering soundness, and that I am solely responsible for contracting with the appropriate parties to ensure proper design and engineering soundness.
5. I acknowledge that I am responsible for any damages caused by my contractors or myself to common elements or other units.
6. I will notify the Board or Association Manager upon commencement of the improvement, and immediately after completion of the improvement. I hereby grant authority to the Board or Association Manager to enter onto the property upon request to inspect the improvement and ensure that it is being constructed in accordance with the approved plan and in compliance with the covenants, policies, rules and regulations, and guidelines.
7. I certify that I shall take on any additional required maintenance and/or insurance obligations for the improvement; and if required by the Association, the document will be recorded to ensure all future owners are aware of, and bound by, this obligation.
8. I agree to complete improvements promptly after receiving approval. I understand that failure to comply with the approved timeline above stated shall result in withdrawal of approval unless an extension is requested and approved in writing by the Board.

Applicant Signature*: Date:

**Application must be devliered via a unique email address controlled by applicant for signature to be valid.*

DO NOT WRITE BELOW THIS LINE-BOARD ACTION-TWO SIGNATURES REQUIRED

<input type="checkbox"/> The request is approved as submitted.
<input type="checkbox"/> The request is approved subject to requirements stated in the Notes section below.
<input type="checkbox"/> The request is incomplete. Please submit the items listed in the Notes section below. Once received, we will review your request within 30 days.
<input type="checkbox"/> The request is disapproved for reasons stated in the Notes section below.

NOTES:

Board Member Signature: _____ Date: _____

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