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 for review before approval by the Board.

Name: Unit:
Mailing Address (If Different):
Email Address:
Phone: Alternative Phone:

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

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 obtaining all required permits and complying with all such municipal requirements.
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.

Signature*: _____ Date: _____

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

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

☐	The request is approved as submitted.
☐	The request is approved subject to requirements stated in the Notes section below.
☐	The request is incomplete. Please submit the items listed in the Notes section below. Once received, we will review your request within 30 days.
☐	The request is disapproved for reasons stated in the Notes section below.

Notes:

Board Member Signature: _____ Date: _____

Board Member Signature: _____ Date: _____

Observers: _____ Initials: _____ Date: _____