

## Exhibit A

### The Green Association Request for Modification or Change to Unit Exterior Or to the Common Area May 2019

Modification or change to a unit's exterior or to a common element requires prior approval by the Board. Although the Board will make every effort to promptly act on a request, the approval process should be initiated by an owner well in advance of the anticipated date work is to begin.

Absent extraordinary circumstances, action on a request will usually only be considered at a regularly scheduled meeting of the Board. Therefore it is recommended that the form below be completed and delivered to the President of the Association a minimum of 45 days in advance of the anticipated date work is to begin. The Board reserves the right to table action on any request if the owner fails to fully complete this form and submit all requested and supporting information.

Owner's name & unit number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

#### Part A. Modification or Change to Unit Exterior

Type of Project: Painting \_\_\_ Roof \_\_\_

Window/Door Replacement \_\_\_ Other \_\_\_

- For painting, specify paint colors and submit paint sample
- For roof, specify type of shingle and submit sample  
Does the work involve the entire roof: Y or N  
If no, specify the area where new roof will be installed

For other work, attach a detailed description, drawings and materials which fully describe the proposed change.

## Part B. Modification or Change to Common Area

Description/Drawings: \_\_\_\_\_  
\_\_\_\_\_

Type of Project:

Landscaping\_\_\_\_Tree\_\_\_\_Patio\_\_\_\_Other\_\_\_\_[Describe]

- Does project require soil disturbance needing county permits? Y or N
- Does project require removal of mature trees or killing or removal of vegetation within 100 feet of the shoreline? Y or N

For all changes or modifications to Common Area attach a detailed description and drawings which fully describe the proposed change.

## Part C. Who Will Perform the Work

Who will do the work? Owner\_\_\_\_\_Contractor\_\_\_\_\_

If the work is to be performed by a contractor, provide the following information.

Name of Contractor:\_\_\_\_\_

Contractor address:\_\_\_\_\_

Contractor phone:\_\_\_\_\_

Contractor License #:\_\_\_\_\_

Email\_\_\_\_\_

Estimated date of completion:\_\_\_\_\_

Will heavy equipment and/or a dumpster be used? Y or N

If yes, what type of equipment? \_\_\_\_\_

Signature:\_\_\_\_\_Date:\_\_\_\_\_

## **Part D. Acknowledgement of Owner's Future Responsibility**

This section must be signed by owners requesting modification or change to the Common Area.

*The undersigned owner(s) acknowledges that the maintenance, repair, removal and replacement of individual structures, improvements and landscaping placed by owner(s) on the common elements are the responsibility of the undersigned owner(s) and such responsibility will be conveyed on the sale of the unit. The undersigned owner(s) further acknowledges that any approval to change or modify a common area is not intended in any way to limit or affect the rights of the Association otherwise given by the governing documents nor does it give owner(s) any additional title or interest in the common elements.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Expediting Your Request  
for  
Modification or Change to Unit Exterior or to the Common Area**

**What do I include with “Exhibit A”?**

- Plans or architectural drawings, with sizes/dimensions
- Samples of materials (type/color)
- Photos and samples of products with model #'s
- Paint color samples

**Do I or my contractor need a building permit?**

- We strongly suggest you consult with the Building Inspector, Lancaster County. The inspector will gladly advise you if the extent of your work will require a building permit. Substantive changes in structure, electrical, plumbing, HVAC typically requires a building permit, as does homeowner’s insurance policy
- Any modification or change to the Common Area will likely require a building permit and in some cases a zoning permit

**If a building permit is required, do I need to provide the Association a copy of the Final Inspection from the Building Inspector?**

- Yes

**Do I need to use a licensed contractor?**

- For liability purposes, the Association may require that any modification or change to the Common Area be conducted by a licensed contractor
- All work authorized by the County Building Inspector requires a licensed contractor, unless the authorized work is performed by the owner. All work authorized by the County Building Inspector requires a final inspection by the Inspector.