

River Townhouse Association, Inc.
Unit Exterior Modification Application

THIS UNIT MODIFICATION APPLICATION FORM MUST BE SIGNED BY AT LEAST ONE UNIT OWNER FOR THE UNIT BEING MODIFIED AND BY THE GENERAL CONTRACTOR FOR THE PROJECT - IN THE EVENT THAT THERE IS NOT A GENERAL CONTRACTOR, EACH CONTRACTOR INVOLVED IN THE PROJECT MUST SIGN.

1. Modifications which will modify the exterior appearance of a unit MUST have prior written approval of the Board of Directors.
2. Contractors must have a current and valid Contractor’s License according to all local governing authorities.
3. All work modifications must be completed between the hours of 8:00 AM and 5:00 PM, Monday through Friday. No work will be performed on weekends or holidays except by special authorization and prior written approval of Management.
4. Prior to beginning modifications unit owners must complete and sign the Unit Modification Application form which may be obtained from Management. The Unit Modification Application will require a complete description of all modifications.
5. Owners must determine if their modifications require permitting from any governing authority and complete the applicable permitting process. Copies of all permits will be required when the Modification Application is submitted to Management.
6. Clean up of all debris, working areas, construction materials, etc used for unit modification activities are the responsibility of the unit owner. All associated waste must be properly disposed outside of Association and community property.
7. Parking and Traffic procedures must be adhered to according to RTA rules.
8. Owners need to be notify adjoining neighbors of the planned work and schedule.

THE OWNER OF THE UNIT FOR WHICH THE MODIFICATIONS ARE TAKING PLACE IS RESPONSIBLE FOR ENSURING THAT ALL CONTRACTORS ADHERE TO THESE REQUIREMENTS AND ALL OTHER TERMS AND CONDITIONS OF THE APPLICABLE GOVERNING DOCUMENTS OF THE ASSOCIATION.

AFTER PROVIDING THREE (3) DAYS CURE NOTICE – ALL CHARGES FOR ANY CLEAN UP, TOUCH UP, REPAIRS, OR OTHER RELATED ISSUES REQUIRED BY THE ASSOCIATION DUE TO NON-COMPLIANCE BY AN OWNER OR THIER CONTRACTOR, WILL BE CHARGED TO THE UNIT OWNER AT A RATE OF \$50.00 PER HOUR (ONE HOUR MINIMUM) PLUS COST OF ALL MATERIALS. SHOULD ANY THIRD PARTY VENDORS BE REQUIRED FOR SUCH WORK, ALL SUCH CHARGES WILL BE CHARGED PLUS ANY HANDLING COSTS, TO THE UNIT OWNER.

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EXTERIOR UNIT MODIFICATION
APPLICATION

Name _____
Unit#/Home Address _____
Date _____

Description of Modification:

Include copies of pictures, sketches, drawings plans, blue prints, etc.

List all contractors and subcontractors that will be performing work on your modification.

Name/Phone _____
Name/Phone _____
Name/Phone _____
Name/Phone _____

Date Modification is scheduled to begin _____ Date of Completion _____

If Permits Are Not Required - I hereby certify that the above modification information is factual and conform to all State, County, and City Codes and to the governing documents of this Association. I further certify that permitting is not required for these modifications.

Signature of Unit/Home Owner & Date

OR

If Permits Are Required - I hereby certify that the above modification information is factual and conform to all State, County, City Codes and to the governing documents of this Association.

The following permits are attached:

Signature of Unit/Home Owner & Date

Name of Each Contractor

Contractor License Number for Each Contractor

Contractor Insurance Provider and Contact Information for Each Contractor

Telephone Number of Each Contractor

Signature of Each Contractor & Date