

*Whisperwood  
Homeowners'  
Association*

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## **ALTERATION/MODIFICATION REQUEST**

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

Owner Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Owner Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Owner Email Address: \_\_\_\_\_

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### **REQUESTED MODIFICATIONS**

- |   |  |
|---|--|
| <input type="checkbox"/> Exterior Appearance      | <input type="checkbox"/> Landscaping             |
| <input type="checkbox"/> Structural Parts of Unit | <input type="checkbox"/> General Common Elements |
| <input type="checkbox"/> Limited Common Elements  | <input type="checkbox"/> Other                   |

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### **EXPLANATION OF MODIFICATIONS**

Please note that you **MUST** submit a drawing for any requested modification, as categorized above.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

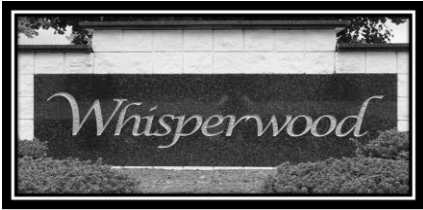
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Upon authorization, this work will be performed by: \_\_\_\_\_

\_\_\_\_\_



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(List Company name, addresses and telephone numbers if outside contractors are to be used.)

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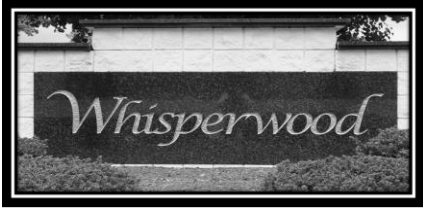
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**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:**

1. I/we have read all applicable sections of the Bylaws and I/we understand them.
2. A licensed builder carrying comprehensive general liability and workman's comp insurance, etc. will perform actual construction. All applicable State of Ohio/Local laws, codes, ordinances & regulations will be followed and all necessary permits will be obtained at my/our expense. The Board shall be provided a valid current copy of the contractor's certificate of insurance not less than 7 days prior to commencing work.
3. I/we understand that all installation, regular/future maintenance, repair or any necessary replacement of this Alteration/Modification will be performed at my/our expense.
4. I/we understand my/our responsibilities regarding any necessary adjustments required to individual unit-specific co-owner insurance policy coverage for this requested Alteration/Modification, and all other insurance responsibilities, as defined in the Associations Declaration and By-Laws.
5. I/we understand that, should any legal, regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.
6. Any maintenance costs, or costs incurred by the Association to remedy as any damages caused to any portion of the common elements or building component(s) resulting from installation or removal from a unit or common element to which a modification has been made or may be attached, because of this Alteration/Modification, will be at my/our expense.



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7. Necessary relocation of sprinkler heads located in the common areas may only occur with Board approval/coordination prior to any work commencing, and if approved, shall occur at my/our expense.
8. This alteration/variance/modification is subject to all the requirements of the Bylaws (aesthetics, enforcement of Bylaws, co-owner maintenance, alterations and modifications, assessment and collection of fines, etc.), occupancy agreements and other applicable regulations at the Board of Directors ' discretion.
9. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their continued responsibility for it.
10. All trash & debris created during the installation process shall be cleaned up daily and removed from the development. No building materials, equipment, trash or trash containers used during installation shall be stored on the common elements without written consent of the Association Board of Directors.
11. All of the information provided above is truthful and accurate.

**NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS RECEIVED**  
 The Whisperwood Homeowners' Association shall have the right to remove or remedy unauthorized modifications at the Owner/Co-owner's expense.

\_\_\_\_\_  
 Signature of Co-owner \_\_\_\_\_  
Date

\_\_\_\_\_  
 Signature of Co-owner \_\_\_\_\_  
Date

RETURN COMPLETED FORM TO:  
 Whisperwood Homeowners' Association  
 P.O. Box 1193 Holland, OH 43528

*Approved by:* \_\_\_\_\_ *Date:* \_\_\_\_\_