

# Covington at Cross Creek Homeowner Association, Inc.

## Alteration Application Form

OWNER'S NAME \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

### **DESCRIBE IN DETAIL, TYPE OR ALTERATIONS AND MATERIALS TO BE USED**

\_\_\_\_\_  
\_\_\_\_\_  
(IF MORE SPACE IS REQUIRED, PLEASE ATTACH TO THIS FORM – THANK YOU)

An application requesting approval for any alteration which occurs outside of the exterior walls of the building and is therefore, common element. **MUST BE ACCOMPANIED BY A COPY OF YOUR LOT SURVEY WITH A SKETCH INDICATING LOCATION, SIZE, AND TYPE OF CONSTRUCTION AND OTHER PERTINENT INFORMATION AS MAY BE NECESSARY. If requesting exterior painting, you must paint a 4 x 4 swatch of your color selection on front of your home and send original paint selection chips with your application to manager. Approval process could take up to two (2) weeks.**

If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Committee shall have no liability or obligation to determine whether such improvements, alterations and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their hires and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. IT IS UNDERSTOOD AND AGREED THAT COVINGTON AT CROSS CREEK HOMEOWNERS ASSOCIATION, INC. AND PILAWSKI PROPERTY MANAGEMENT, INC. ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

**THIS APPLICATION IS VALID FOR A PERIOD NOT TO EXCEED 6 MONTHS (180 DAYS FROM DATE OF APPROVAL FROM THE ASSOCIATION. THE APPROVAL PROCESS REQUIRED REVIEW BY THREE SEPARATE MEMBERS OF THE ARC. SO PLEASE PLAN FOR A 10-DAY PERIOD FROM SUBMISSION TO RESPONSE UNDER NORMAL CIRCUMSTANCES.**

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

ACTION TAKEN BY ASSOCIATION:

DATE OF APPROVAL \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE FOR THE ARCHITECTURAL COMMITTEE

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