

**River Plantation Section Two
Request for Exterior/Structural Changes**

Date of Filing This Request: _____

Unit Number: _____ Homeowner Name: _____
[Print]

Homeowner Address (if other than unit number): _____

Homeowner Contact: Telephone: _____ Email: _____

If unit is rented, name and contact information of Tenant: _____

NOTE: Only Homeowners of record may make requests for modifications, additions, alterations.

In accordance with the River Plantation Section Two Master Deed, By-Laws and Rules and Regulations, I request the Board of Director's consent to make the following changes, alterations, renovations, modifications, additions and/or removals to the unit identified above:

[Please attach a detailed drawing, sketch or blueprint of your plans and/or a brochure if available.]

I understand that under the River Plantation Section Two Master Deed, By-Laws and Rules and Regulations, the Board of Directors will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Board.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.

4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Board of Directors for River Plantation Section Two, and its agents, have no responsibility with respect to such compliance and that the Board of Director's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation or governmental requirement.
8. I agree, if this work in any way affects the structural members of the building(s), whether exterior or interior, I will be responsible, at my expense, for remedying any damage done to the structural integrity of the building. Further, I understand if any remedy is not undertaken and completed in an expeditious manner, the Board will take the necessary actions to complete the work and I will be assessed for all expenses incurred.
9. I understand that a decision by the Board of Directors will be made at a regularly scheduled Board Meeting, which is held once per month, and that this request must be submitted no later than one week prior to a regularly scheduled meeting. I understand that I will be notified of a decision by the Board within thirty (30) days of the date of the meeting at which this request is submitted.
10. The intended contractor, if any, for this work is: _____
11. If approved by the Board, the work will start on or about _____, and will be completed within approximately _____ days.
12. I understand that if I sell my condominium I am responsible for notifying the next homeowner of any variance from standard workmanship or design resulting from this modification. I am also responsible to inform any future owner of their responsibility for all future upkeep related to the changes.
13. I understand that if work has not commenced and continued within sixty (60) days of approval of this request, such approval is null and void and a new request must be submitted.

Signature of Applicant: _____ Date: _____

File Requests with:

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