

**Springfield Park Place Condominium Association  
EXTERIOR MODIFICATION FORM**

Owner's Name \_\_\_\_\_  
Unit No: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Application Date: \_\_\_\_\_  
Email address: \_\_\_\_\_

The undersigned acknowledges that I/We are the lawful owners of the premises and hereby apply for approval to make property modifications to the unit listed above or exterior area located at \_\_\_\_\_ within the association.

I/We do hereby authorize the Covenants Committee, the Board of Directors or their designee to inspect the premises concerning this application, upon reasonable notice and reasonable hours.

Please describe request in detail:

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Garage Door/ Storm Door/ Front Door Make/ Model/Color:

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Make and Model # of Windows or Doors

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Contractor Information:

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

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

(Certificate of Insurance must be included)

*Attach: Manufacturer's brochure, photos of the property scale drawings, rendering or modification, specifications for materials and contractor's name, address and contractor's insurance certificates.*

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**NOTE: Work cannot commence without receiving this form back signed and approved by the Board of Directors. The Board has 30 days from the date submitted to review application and provide decision.**

**Please review approved manufacturer's and Springfield Park Place's window and door replacement policy information at [www.springfieldparkplace.com](http://www.springfieldparkplace.com) .**

**\*If work involves window installation where new Hardie-Plank siding has been or will be installed, all work must be coordinated with our Contractor (National Contracting) performing the Hardie-Plank installation. If there is a problem with scheduling, the schedule for Springfield Park Place's contractor takes precedence.**

**\*Satellite Dish Installations- the unit owner is personally responsible for any damage or leaks caused by the dish. Please include Indemnification form with this application.**

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**Checklist:**

Manufacturer's brochure, \_\_\_\_\_  
Photos of the property scale drawings, rendering or modification \_\_\_\_\_  
Specifications for materials \_\_\_\_\_  
Color of Garage Door or Storm Door \_\_\_\_\_  
Contractor's insurance certificates. \_\_\_\_\_

**Application Complete** \_\_\_\_\_

**Management Signature and Date**

***Application will be returned to you if submitted without these attachments.***

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If permission is granted, we hereby acknowledge that the requested change will be made at our own expense and that maintenance and/or repairs of the above described change will be our complete responsibility.

I/We hereby agree to abide by the terms and conditions of the approval procedures, the Declaration of Covenants, Conditions and Restriction, the By-Laws and Rules and Regulations of the Association as they apply to this application. We also authorize the Board to employ, engage or hire any professional consulting entity they deem reasonably necessary to properly review this application the cost of which will be charged to us provided that there is prior notification and agreement is received from us.

Homeowner: Signature \_\_\_\_\_ Unit No. \_\_\_\_\_

Board Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_