SPRINGFIELD PARK PLACE | RESIDENT INFORMATION

MAINTENANCE & ALTERATIONS

A quick guide to reporting maintenance concerns and requesting approval for property changes.

AT A GLANCE

Maintenance Responsibilities

Homeowners are generally responsible for maintenance within their units, while the Association handles designated common elements and services. Responsibilities vary by component. Consult the Homeowner/Association Responsibility Checklist and governing documents before arranging work.

Reporting a Maintenance Concern

Contact the management office via email to report concerns involving Association-maintained areas. Include your unit number, a description, location, and photographs if available. For urgent safety hazards, contact appropriate emergency services and management promptly.

Planning an Exterior Modification

Submit an **Exterior Modification Form** with the required supporting documents before starting work. The original Association form states that **work may not begin until the signed, approved form is returned**. The Board has **30 days from submission** to review the application and provide a decision.

What to Include

Provide a detailed description of the proposed work, product information or manufacturer brochure, relevant photos or drawings, material specifications, applicable door or garage-door colors, contractor details, and the contractor's insurance certificate. Incomplete applications may be returned.

Before You Begin

Keep a copy of your signed approval. Owners are responsible for approved changes and related maintenance or repairs as described in the application. Contact management if you are uncertain whether approval is needed.

Additional Requirements

For window and door replacements, review the Association's published replacement policy. Satellite dish applications require the separate indemnification form. Special siding and trim requirements may apply when windows are installed.

Management Office: Monday–Friday, 8:30 AM–4:30 PM (CLOSED 1:00–2:00 PM for lunch).
Important: This overview is informational. The Association's governing documents and approved policies control.

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 the request in detail:

_____
_____
_____
_____
_____
_____

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

_____

Make and Model # of Windows or Doors:

_____

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.*

The application will be returned to you if submitted without these attachments.

Springfield Park Place Condominium Association
EXTERIOR MODIFICATION FORM

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.

* 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.

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

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 prior notification and agreement is received from us.

Homeowner's Signature: _____ Unit No.: _____
Board Member's Signature: _____ Date: _____

- ○ Approved
- ○ Not Approved