



Alteration / Modification Request Instructions

Step 1: Complete the modification request form

- You may obtain additional forms from APM
- If not explicitly understood, please be sure to list the 'intended need/use' for the modification.
- No verbal requests will be accepted.
- No verbal approvals will be given.

Step 2: Send the completed & signed form to APM either by fax, US mail, or email a scanned copy.

- Include in the request
 - Modification request form completed & signed (*required*)
 - Plot plan or schematic of lot & home (*required*)
 - Picture of the area to be modified (*if available*)
 - Drawing with dimensions (*required*)
 - Advertisement, picture, or web link that shows the products to be used for the modification (*required*)

Step 3: Response from Association Board

- The Board / Architectural Review Committee will review, and APM will respond on their behalf within 30 business days from receipt of ALL REQUIRED DOCUMENTATION and information.
- Work cannot commence until written approval has been given. If work commences prior to approval and request is not approved, modifications must be removed at Co-owner's expense.
- You will receive a copy of the approved or denied Alteration / Modification Request Form stating the final decision.

Step 4: Board / Committee Closure Report

- Work is to commence within 180 days of the Board approval.
- The project shall not extend longer than 30 days. Extensions must be requested in writing.
- Upon completion of the work, the homeowner shall notify the Board c/o APM.

Feel free to contact us with any questions or concerns. THANK YOU!



Alteration / Modification Request Form

Please fill out completely

Community Name:			
Owner Name:		Phone#:	
Home Address:		Lot#:	
Email Address:			
Type of Modification:	<input type="checkbox"/> Exterior <input type="checkbox"/> Structural <input type="checkbox"/> Landscaping <input type="checkbox"/> Other, please indicate		
Explanation of Modification:			
Type of Materials:			
Dimensions:			
Color of Materials:			
Est Start Date:	<i>(mm-dd-yyyy)</i>		
Est Completion Date:	<i>(mm-dd-yyyy)</i>		
Work to be Performed by:		Phone#:	
Other Comments / Descriptions:			
Additional Requirements:	<p>You MUST submit a drawing at a minimum scale of 1/4"=1'-0" showing sufficient detail to explain the modification. All plans MUST include a plot plan showing the modification as well as the homes on either side of your lot or the word "vacant" as may be applicable. NO requests will be reviewed or approved without the proper submission of the documentation.</p>		



Please read the following thoroughly before signing and submitting to the Board of Directors via APM. Approval of the Board of Directors is required prior to the commencement of any work.

1. I understand that approval by the Homeowners Association is for design approval and does not approve construction means or methods. All applicable codes and regulations will be followed, and all necessary permits will be obtained at my expense.
2. I understand that approval by the Association does not constitute approval that may be required by the municipality.
3. I understand that Municipality Permit does not constitute Association / Board Approval.
4. I understand that, should any legal regulatory agency require, at any time in the future, modifications to this variance, they will be done at my expense.
5. I have read and understand all applicable sections of the Declarations / Bylaws.
6. All maintenance of this alteration / modification will be performed at my expense. Any maintenance costs incurred by the Association, as a result of this variance, will be at my/our expense.
7. I understand it is my responsibility to advise future assigns or owners of this unit of their responsibility for this alteration / modification.
8. In the event that any alteration / modification interferes with the surface drainage / swales, I understand that I will be required, at my expense, to correct the drainage to the Association's satisfaction.
9. Should any irrigation heads have to be relocated for proper coverage after my alteration / modification, I understand that it is my responsibility to have the relocation work done at my expense.
10. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
11. All work will be done expeditiously once commenced and in a good workman-like manner.
12. I assume all liability and responsibility for all damage and/or injury which may result from performance of this work.

I hereby certify all of the above information is truthful and accurate to the best of my/our

Homeowner Signature: _____ Date: _____

Print Name: _____

Board Member / Community Manager Approval Signature:

Signature: _____ Date: _____

Print Name: _____

Title: _____

For Office Use only:

Modification Reporting:			
Completed	<input type="checkbox"/>		
Not completed-New Request Required	<input type="checkbox"/>		
Review Date (mm-dd-yyyy)			
Reviewed By (Please print):			
Date Rcvd:		Sent to Board:	
Date Rcvd from Board:		Date Notice Sent:	
Date Wk Completed:			