

**THE TOWNES IN THE VILLAGE AT SPRINGBROOK FARMS**  
**APPLICATION FOR CONSTRUCTION/IMPROVEMENTS**  
**HVAC System-Mini-Split**

To maintain property values, the Association requires that **all exterior modifications be approved by the Executive Board PRIOR to commencing work**. Their valuation considers harmony, limited common area requirements, location, minimum construction standards, and use restrictions.

The undersigned owner seeks approval as follows:

HVAC System- Mini-Split                       Other

1. Briefly describe the nature of the requested change to the original property. \_\_\_\_\_
  
2. Briefly describe materials proposed to be used (include types, shapes, dimensions, and color).
  
3. Attach plans and specifications or sketch indicating proposed change in relation to the original.

Stipulations related to the HVAC- Mini-Split System: The exterior mini-split system line color must match as closely to the color of the downspout. The initial HVAC system must remain installed and in-tact. The mini-split system will be viewed as an additional HVAC system. The exterior pipes will run on the back of the unit, only. Any pipes running in the front of the unit are prohibited.

The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations, or additions described herein comply with all applicable laws, rules and regulations, codes and ordinances, including without limitation, zoning ordinances, subdivisions regulation and building codes. The Association shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with any such laws, rules, regulations, codes, or ordinances. I agree not to begin improvements until I am notified in writing of the approval from the Board. I understand that once work has commenced, it must be COMPLETED WITHIN SIXTY (60) DAYS, unless otherwise noted.

(a) Mini-Split HVAC System: I accept responsibility (financially) for ANY maintenance, any damage related costs and care of the new HVAC Mini-Split system (both externally and internally). Ownership of the HVAC Mini-Split system will never be the responsibility of the Association to care for and maintain. (Initial) \_\_\_\_\_

Signature of Homeowner: \_\_\_\_\_ Date \_\_\_\_\_

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

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (C): \_\_\_\_\_

Thank you for submitting your plan for exterior changes. The Board has reviewed your request and the response is as follows:

- Your application has been **APPROVED** for the specified modifications. Any additional revisions or alterations require resubmission **PRIOR** to changes proceeding.
- The Board requests **ADDITIONAL INFORMATION** as follows prior to processing your request. Please return all original documents with the additional information listed.

Your specifications **DO NOT MEET GUIDELINES** for the following reasons:

Authorized Association Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Electronic Signature is equivalent to written signature**

Once form is completed, please upload using the contact form (ticket system) on the HOA website. Your application will then be forwarded to PMI and the HOA board to be reviewed. Thank you.