

**THE TOWNES IN THE VILLAGE AT SPRINGBROOK FARMS
APPLICATION FOR CONSTRUCTION/IMPROVEMENTS**

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:

- Privacy fencing on end unit only Replacement windows and doors Storm or screen door
 Landscaping—see (a) below Satellite dish—see (b) below
 Outside light replacement—black only, similar to original Other _____

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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.

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) **Landscaping Modification:** I accept responsibility for future maintenance and care of the new landscaping, including mulching, trimming, and removal. Ownership of the new landscaping will transfer with the unit to future owners and will **never** be the responsibility of the Association to care for, maintain, or mulch. (Initial) _____
- (b) **Satellite Dish Installation:** I accept responsibility to be financially responsible to have the dish removed when service is terminated or when the **unit** is sold, and to pay for the repair of damage resulting from attaching the dish to the structure. (Initial) _____

- (d) **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.