

Exterior Alteration Request (Declaration, Article 3 Section F parts 3 to 8)

Approved alterations must conform to all applicable local building codes, regulations and in accordance with all Governing Documents for the Brandywine Condominium Association (BCA). Future maintenance of the approved exterior alteration is the responsibility of the owner and will be binding to future owners. It is the owner's responsibility at time of transfer to notify the new owner of this responsibility and disclose this agreement.

Exterior alterations must preserve the community's architectural integrity, which is the responsibility of the BCA. The Declaration of Condominium of BCA outlines the provisions for approval by a 2/3 vote of the Board of Directors of the BCA to all common and limited common elements. As part of this request you agree to hold BCA harmless in the event of any claim arising as a result of the requested exterior alteration or modification.

I/We _____ request the following exterior alteration (s) and agree to do it in accordance with the Governing Documents of BCA. I/We agree to repair and or replace at my/our expense any exterior alteration that does not conform to the Governing Documents of the BCA and or any collateral damage to the common elements as a result of the exterior alteration.

BCA Manager who received it

Date Received

A copy of the contract by a licensed and insured contractor is required when hiring one. Accompanied with the contract is proof of the contractor's liability insurance (\$500,000 minimum) and workers compensation insurance. *Please initial the reason* for the exterior alteration request and provide the criteria required for all the exterior alterations you have requested.

1. _____ stain walkway to the front door threshold
2. _____ tile walkway to the front door threshold
3. _____ adding or replacing an exterior door and/ or side lights; to include installation of glass in an existing door and/or sidelights.
4. _____ adding screen door to the garage
5. _____ adding exterior light fixture/receptacle
6. _____ adding storm shutters

- 7. _____ adding tubular skylights
- 8. _____ adding solar attic fans
- 9. _____ replacing windows
- 10. _____ adding trees or shrubs to the back of the unit
- 11. _____ replacing garage door
- 12. _____ adding or replacing storm door
- 13. _____ install water softener

Owner's Name (s) *Unit #* *Date Submitted*

 BCA Manager Preapproved by Board Denial Date

PART B

All other Exterior Alteration Request on this list or an Exterior Alteration Request that does not conform to the criteria approved by the Board of Directors shall require you to describe below the Exterior Alteration you are requesting. Your application will then go to the Building and Grounds Committee for a recommendation to the Board of Directors for an Approval or Denial. Please state your request in the space below providing the criteria expected of you to complete the alteration pursuant to the existing Governing Documents of BCA. If you are requesting the exterior alteration in this paragraph, *please fill out the reason, signature, unit #, and date submitted below.*

Owner's Name (s) *Unit #* *Date Submitted*

Referred to Buildings and Grounds Committee _____ Date Received _____

Recommendation _____
Approval Denial Date

Referred to Board of Directors _____
Date Received

Action Taken by Board _____
Approved Denied Date

Date owner notified BCA Management work was complete _____

Date BCA Management inspected the work _____

Comments from the BCA Management:
