

**ALTERATION REQUEST FORM
REVISED 02/2020**

ASSOCIATION PROJECT
OWNER PROJECT

ASSOCIATION NAME: _____

PRESIDENT/OWNER NAME: _____ UNIT/BADGE# _____

OWNER ADDRESS (IF APPLICABLE) _____

EMAIL: _____ PHONE: _____

CONTRACTOR/OWNER: _____ PHONE: _____

REQUEST DESCRIPTION (include attachments): _____

INSTRUCTIONS/ASSOCIATION/OWNER RESPONSIBILITIES

1. The executing contractor's proposal along with a sketch of the alteration **MUST BE ATTACHED TO THIS FORM** detailing dimensions, materials, colors and distance from the foundation/exterior perimeter of the unit and or project area.
2. Work may not begin until you receive a copy of the final signed Management's Review.
3. It is the Association's/Owner's responsibility to notify the Association's Community Association Manager when work is completed.
4. Any irrigation modifications required are the sole financial responsibility of the Associations or Owners. The Master Association will bill the Association for any irrigation work required. If it is for an Owner project, it will be the responsibility of the Association via their CAM to collect a check from the Owner payable to the Association prior to the commencement of any work.
5. Any Landscape and/or Building Alteration modifications required are the sole financial responsibility and future maintenance of the Associations or Owners (**Circle One**). The Federation Landscape Contractor will submit a written report which includes: Liability, Warranty Conditions, Maintenance Conditions and Additional Costs (If applicable)

OWNER SIGNATURE – PRINT NAME & DATE (IF APPLICABLE)

ASSOCIATION OFFICER SIGNATURE - PRINT NAME & DATE

**NOTICE: WORK IS NOT AUTHORIZED TO BEGIN PRIOR TO EXECUTED FORM
BEING RETURNED TO ASSOCIATION/OWNER**

Complete Page 2, Over

