

SUMMERFIELD CIVIC ASSOCIATION

ARCHITECTURAL / LANDSCAPE CHANGE REQUEST

******* PLEASE PREPARE and SUBMIT IN DUPLICATE *******

CHANGE REQUESTED BY: [PLEASE PRINT]

Name:	Date:
Address:	Phone:

Describe below, PROJECT DESCRIPTION, architectural and/or landscape work to be done under this 'Change Request'.
Architectural / Landscape Manual available in Clubhouse hallway or www.summerfield55.org

LANDSCAPE CHANGES; refer to: SECTIONS 2.01 through 2.08
 ARCHITECTURAL CHANGES; refer to: SECTIONS 3.01 through 3.21

EXCEPTIONS:
 General yard clean-up including replacement of dead-dying or overgrown plants, shrubbery pruning and bark dust OK to perform without submitting a Change Request.

1. NEIGHBOR CONSIDERATION: Adjacent property owners may be interviewed regarding the requested change and will be given a chance to voice objections, if any. You may want to interview them yourself and attach a copy of their signed approval and/or comments
2. PROJECT COMPLETION: This project must be completed within 90 days from date of approval. If not completed, a time extension giving reasons must be requested from the Committee.

PROJECT DESCRIPTION: [ATTACH SKETCHES DRAWINGS, PAINT CHIPS and OTHER REASONABLY SIZED SAMPLES]

NEIGHBORHOOD ASSOCIATIONS:
 Approval must be obtained from local Association Board for CONDOMINIUMS and TOWNHOUSES before submitting.
 Association Name or Townhouse Number: _____

Authorizing Association Official:

Name: _____ **Title:** _____ **Date:** _____ **Phone:** _____

LEGAL CONDITIONS

Although the Board of Directors for Summerfield may review any and all aspects of a proposed Modification to a residential unit in Summerfield pursuant to the Restated Declaration of Conditions and Restrictions for Summerfield Civic Association (the "Declaration"), no approval of the Board of Directors is intended or should be construed to provide any representation or certification that the proposed plans, specifications, design, construction, engineering, modification or alteration is structurally sound, properly engineered, geophysically appropriate, legally or safely constructed or built according to the applicable building code or land use laws and regulations. Neither the Board of Directors, any member thereof, or the Association shall be liable to any owner, occupant, or other person for any damage or loss suffered or claimed as a result of the construction, existence or failure of the Modification, or for any other claim, demand, suit or action attributable to or associated with the Modification.

I agree to the above requirements and conditions.

Owner's Signature → _____ **Date:** _____

[Allow 7 Days for normal approvals and 30 Days for complete Committee approval of requests not addressed in the Manual.]

SHADED AREAS FOR COMMITTEE USE ONLY:

COMMITTEE ASIGNMENTS BY ARCHITECTURAL / LANDSCAPE CHAIRPERSON:

Area _____ Representative _____ Phone _____
Alternate Representative _____ Phone _____

- Project Approved Project Denied 30 Day Approval Time Extended for Further Committee Review and/or Committee Coordination.

Representative signature: _____ Date: _____

REASON FOR REJECTION:

- Letter of Rejection mailed to owner with explanation.

Committee Chair: _____ Date: _____

APPROVAL OF YOUR REQUEST IS BASED ON THE CONDITIONS LISTED BELOW:

All work is to be completed within 90 days of approval of Change Request or approved extension.

PROJECT COMPLETION AND CLOSE-OUT:

OWNER TO CONTACT UPON COMPLETION: _____ **PHONE:** _____

COMMITTEE PROJECT SIGN-OFF: _____ **DATE:** _____

- Committee File copy Homeowner copy signed