



Request for Changes

Submission for any changes done to the outside of the unit.

Mail:
Synergy Real Estate Group Inc.
179 Belle Forest Circle
Suite 302
Nashville, TN 37221

Fax:
1-866-927-9506

Email:
office@sregtn.com

Date: _____

Name: _____

Address: _____

City/State/Zip: _____

Phone(s) H: _____ C: _____

Email: _____

In accordance with the Homeowner Association’s Master Deed, Bylaws, and Amended and Restated Rules and Regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit:



Please attach a detailed, to scale, drawing or blueprint of your plan(s) and/or a brochure below:

I understand that under the Homeowner Association's Master Deed, Bylaws, and Amended and Restated Rules and Regulations, the Board of Directors will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. This includes the replacement of any parts or materials used in conjunction with this alteration.
4. All work will be done expeditiously once commenced and will be done in a professional manner by myself or a contractor.
5. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
6. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
7. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
8. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Board of Directors for the Homeowners Association, and its agent, have no responsibility with respect to such compliance and that the Board of Directors approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulations, or governmental requirement.
9. I understand that a decision by the Board of Directors will be made at a regularly scheduled Board Meeting, and that this request must be submitted no later than one week prior to the Board Meeting for submission at the next meeting.
10. I understand that I will be notified of a decision by the Board of Directors within twenty-one (21) days of the Board Meeting at which my request is submitted.
11. The contractor is: _____

12. If approved by the Board of Directors, the work would start on or about _____ and be completed by _____ .
13. I understand that if I sell my condominium/townhome/home I am responsible for notifying the next homeowner of any approved architectural change, and informing the next homeowner of their responsibility for all future upkeep.
14. I understand that any work not started within the set number of days from the approval date that I may need to submit a new ARC form for approval due to the delay in starting on the project.
15. I fully understand that I will be responsible for any and all damaged caused by the installation of any item upon my lot or home both present and future. Further in the event that I have installed an item on a common element such as a door frame, roof structure, fence or deck or any other item listed as a common element in the CCR documents for my community that I will be responsible for the removal and replacement of the item in the event that any maintenance or replacement should be done to my unit both scheduled and unscheduled. I fully am aware that there may be an additional cost for the maintenance work as a result of the installation of my item and that I will pay for all of the charges associated with said work. In the event that the item I am installing is a life safety item such as but not limited to a hand rail I will be responsible for the maintenance of all components of this hand rail. This includes but is not limited to the hand rail surface, paint, rust, lateral support, stabilization members and further release and agree to hold harmless the home owners association, board and management company for any injury that may result of my lack of maintenance to this item or any and all failures of the item. I fully understand that no inspection for the life safety item shall be conducted by the homeowner's association, board or management company. The ownership of the installed item shall remain that of the owner and not the homeowner's association or Management Company even though it has been installed in or on the common area. In the event of wood rot or any and all detrition of any type of surface or area that the item has been installed on this includes but is not limited to wood, siding sheathing, trim or any and all components of the building that I shall be responsible for any and all repair or replacement cost associated with such detrition.
16. In the event that any alterations are made from the approval, all work will need to be stopped and a new submission will need to be completed.
17. No work shall start until such time as I have received the document back fully executed.



By placing my signature below, I agree that I have fully read and understand the terms and conditions stated herein.

Owner Signature:

Date: _____

For Board Member Use Only

Reviewed by: _____

Date: _____

Decision: **Approved** **Not Approved**

Requested changes to plan or additional comments, approvals, upon review of the proposed change request the following are conditions of the approval, installation of the requested items is acceptance of the requested conditions or changes stated:

