

Ballantrae

HOMEOWNERS ASSOCIATION, INC.

ALTERATION APPLICATION & AGREEMENT

Name of Owners/Applicants: _____

Telephone: _____ Alternate Phone #: _____ Email: _____

Property Address: _____

Mailing Address: _____

*For the most up-to-date information on Design Review policies, log on to the association's web site
www.ballantraehoa.com*

BRIEFLY DESCRIBE THE PROPOSED ALTERATION:

Who will do the work, if approved? _____

REQUIRED ATTACHMENTS: For painting, attach color samples and indicate where each will be applied (body of house, trim, front door, etc.). For other alterations, attach a drawing showing the proposed placement on your lot (use a copy of your official lot survey). Attach proposals, drawings, pictures or other documents that explain the design of the proposed alteration, the materials to be used and other details of the proposed alteration.

TO: Design Review Board

I/we understand and agree to the following standard stipulations for alteration applications:

- 1) No improvements or material alterations may be made to any lot or to any building without prior written approval from the Design Review Board.
- 2) All improvements and alterations will conform to the Declaration of Covenants, Conditions and Restrictions and the Design Review Criteria. The applicant(s) will furnish all plans, specifications, drawings and other information needed to determine conformity with these requirements.
- 3) All work will comply with building codes and all other applicable federal, state and local laws and regulations. The applicant(s) will be responsible for obtaining all necessary permits and approvals. Approval of this application does not constitute a determination that the proposed alteration is permissible under applicable laws and regulations.
- 4) The work will be completed as specified in the application. The applicant(s) will be responsible for correcting any unapproved variations from the approved plans and specifications.
- 5) The applicant(s) will be personally responsible for prompt correction of incidental damage to public or private property. Restoration may not be delayed while claims for damage are pending with contractors or insurance/bonding companies.

Signature of Applicant

Date Signed

Signature of Co-Applicant

Date Signed

For Association Use Only

Approved ___ Approved With Conditions ___ Disapproved ___ Returned for More Information ___

By: _____

Name, Title and Date Signed