

Timberline Cove Homeowners Association Condominium Interior Modification Application

Purpose: The purpose of the Condominium Interior Modification Application process is to ensure that any proposed modifications to a unit are reviewed and approved by the association Board of Directors and/or the architectural review committee as well as the current property management company so that any unit alteration does not negatively impact any adjoining unit and/or the Association in general. This application must include all details related to the proposed modifications, including installation methods and appurtenant components and materials. Note that this process is not required for interior painting.

Process: Please submit application along with associated drawings, sketches, and associated installation details to the Association president for proper distribution and review. An approved copy of the application shall be returned to the unit owner within 30 days of submission, indicating any required modifications (if necessary) along with details as to when contractors are allowed to work (currently 8:00 AM to 5:00 PM). Please note that no alterations may proceed without association approval, and all modifications approved must be completed within six (6) months of application approval date. Management company shall be responsible for notifying all affected neighbors.

Condominium Owner Name: _____ Unit #: _____

Owner E-Mail Address: _____ Cell Phone: _____

Detailed Description of Proposed Modification: _____

Construction details, sketches, data sheets are attached / included: _____

Signature of Owner: _____ Date: _____

***** Approvals *****

Timberline Cove Board Approval:

_____ Board approves as submitted

_____ Board approves with conditions: _____

_____ Board does not approve. Reasons: _____

Signature of HOA Board Member: _____ Date: _____

Management Company Approval:

Signature of Mgt. Company Representative: _____ Date: _____