

**Brookside East Condominium Association
Application for Improvement or Architectural Change**

Date: _____ **Name:** _____

Phone: _____ **Email:** _____

Description of Desired Improvement:

Contractor or Owner (performing work): _____

An accurate drawing of each improvement must be submitted with this application (8.5" x 11" or larger paper). This drawing should be accompanied by details about the materials to be used, including fasteners, adhesives, etc., that are required to secure the improvement to the building or space. This will vary by project; please use your best judgement to provide complete information.

Work must be completed 90 days from the date of approval. Any exceptions to this timeframe require an approved amendment for an extension by the Board of Directors (BOD).

All applications, amendments and approvals will be in writing.

BOD will approve twice. Once to approve the plan before work begins, and again once the work is complete. No work may begin without BOD approval.

BOD reserves the right to:

- Approve all improvements, including but not limited to those made to limited common areas (balconies, railings, exterior doors and decorations, etc.)
- Require all work to be completed in a workmanlike manner and adhere to all applicable codes.
- Inspect all improvements within 14 days of work completion
- Require Owner to remove unapproved, improperly installed or poorly maintained improvements. 30 days of notice will be given after which fines will be assessed if not corrected or removed.
- Remove (or arrange for the removal), at Owner's expense, of said violations after notice expires

Owner's signature: _____ Date: _____

BOD Initial Approval: _____ Date: _____

BOD Inspected: _____ Date: _____