

APPENDIX A

REQUEST FOR EXTERNAL CHANGE

Date: _____, 20____

Name: _____

Address: # _____ Cambridge Court

Homeowner's Mailing Address (if different): _____

Phone: (_____) _____ — _____ Email (optional): _____

Description of Proposal for Exterior Change: _____

Diagram of Change: *(Add additional sheets or information, if necessary)*

Signature of Homeowner: _____

Forward this Request, along with any supplemental information, to the Management Company.

APPENDIX B

DECISION ON HOMEOWNER'S APPLICATION TO MAKE CHANGES

Dear _____ :

On _____ , 20____ , the Architectural Review Committee met and considered the changes you requested to your townhouse and/or property at _____ Cambridge Court.

Your **REQUEST FOR EXTERNAL CHANGE** to _____

_____, a copy of which is attached to this Decision, was:

(check one)

_____ **APPROVED** (subject to the following conditions, if any are checked below:)

_____ Homeowner is responsible for maintaining the changes/improvements and the Association will not be responsible for maintenance of the changes/improvements, subject to the Rules and Regulations of the Association for changes.

_____ Homeowner shall obtain additional personal insurance coverage to cover any liability relating to the use, construction, maintenance, etc., of the improvement/change and the Association will not be liable for any injury or damages caused by or related to the change/improvement.

_____ The change/improvement shall not interfere with the Association's maintenance of the building exteriors and grounds, and if it does interfere with the ability of the Association to maintain the Development, the Homeowner will be individually responsible for maintaining any area of property that the Association cannot maintain because of the change/improvement. If the Homeowner fails to maintain such area or property, the Association will provide such maintenance and assign payment for such costs for such maintenance entirely to the Homeowner.

_____ Homeowner must obtain any Town or other agency approvals, permits, and inspections regarding zoning or use, if necessary. Homeowner will, upon request, provide copies of such permits or inspections to the Management Company.

_____ Other: _____

_____ **REJECTED** because _____

_____ **TABLED** because the following information was lacking. Please re-submit with
the following additional information: _____

Signed,

Architectural Review Committee Members: _____

Architectural Review Committee Chair: _____

* * * * *

**Construction on the Change/Improvement shall not begin until the Homeowner signs below and
returns the original, signed copy of this Decision Form to the Management Company:**

I, the Homeowner of # _____ Cambridge Court, agree to the conditions enumerated above:

Signature: _____

Printed Name: _____

Date: _____