

Fox Ridge Owners Association

The policy of the Fox Ridge Owners Association is to have all units similar in appearance. Standards have been established and must be adhered to for consideration of any alterations to the exterior of individual units. **DO NOT fail to submit this form to any board member BEFORE starting any exterior project!! Once the board has reviewed, you will get a response back in writing.**

Additions and Alterations Application

Date: _____

Applicants Name: _____

Address of Unit: _____

Phone#: _____

Description of Request: (please circle)

Entry Door, Screen Door, Garage Door, Window, Facia / Soffit, Gutter/Down Spout, Roof, Sidewalk, Patio, Driveway, Room Enclosure, Satellite Dish, Other. (If other, describe below)

Explanation of Work: (please provide Material Type, Color, Etc.)

Manufacture/ Brand: _____

Contractor Information: _____

**** For Patio Enclosures, please provide complete Spec sheet, sample of color, and foundation requirements.**

**** For concrete work, please provide a drawing with measurements of what you want to replace or installed and the detailed location.**

**** Unit Owner Must provide Board with contractors Certificate of Insurance BEFORE work is scheduled to commence.**

As of the approval date of this application, I accept full responsibility for the altered area, and I agree to maintain it in a safe and presentable condition.

Applicant's Signature _____ Date _____

Additions and Alterations Application

Board of Trustees Response

**** Unit Owner Must provide Board with contractors Certificate of Insurance BEFORE work is scheduled to commence.**

Unit Address: _____

Owner Name: _____

___ APPROVED by Board of Trustees with The Following Contingencies

Board Signature _____ Date _____

___ DISAPPROVED by the Board of Trustees for the following reasons:

Board Signature _____ Date _____