

THE HILLS OF WATERFORD

ALTERATION/MODIFICATION REQUEST

[Complete Digital Submission Form](#)



After submission with **COMPLETE** documentation the board will make a decision within 3 business days.

*If incomplete documentation is provided each response from the board will be within 3 business days.

Date _____

Owner Name _____

Owner Address _____

Owner Phone _____

REQUESTED MODIFICATIONS

- | | |
|--|---|
| <input type="checkbox"/> Exterior Appearance | <input type="checkbox"/> Common/Limited Common Elements |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Satellite |
| <input type="checkbox"/> Structural Part of Unit | <input type="checkbox"/> Other _____ |

EXPLANATION OF MODIFICATIONS

Please note that you **MUST** submit a drawing for any modification which requires the same such as a landscaping modification, etc. The drawing should be on a site plan and the scale should be 1/2" – one (1) foot. Please list sizes and materials to be used.

This work will be performed by: _____
(List address and phone if outside contractor is to be used) _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

1. Actual construction will be performed by a licensed builder/contractor who is insured. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense and a copy of the permit will be submitted to KC Property Service.
2. I/we have read all applicable sections of the Bylaws and I/we understand same.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.
4. I/we understand that, should any legal, regulatory agency require at any time in the future, modifications to this variance, they will be done at my/our expense.
5. Any maintenance costs incurred by the Association, as a result of this variance, will be at my/our expense.
6. I/we further understand that responsibility for any damage to the plantings, lawn, trees and/or landscaping belongs to the homeowner.
7. This alteration/variance/modification is subject to all the requirements of the Bylaws, occupancy agreements and other applicable regulations at the Board of Directors' discretion.
8. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for same.
9. All of the above information is truthful and accurate.

**NO WORK SHALL COMMENCE
UNTIL WRITTEN APPROVAL IS RECEIVED**

Date

Signature of Homeowner

Date

Signature of Homeowner

**RETURN COMPLETED FORM TO:
The Hills of Waterford Association**

EMAIL: Board@Hillsofwaterford.org

OR

[Complete Digital Submission Form](#)

Approved by _____

Date _____