

REQUEST FOR PROPERTY MODIFICATION

*Association: _____

*Owner's Name: _____

*Property Address: _____

*Email: _____ *Phone: _____

Estimated Project start date: _____ Estimated project completion date: _____

All submittals must include the following information and if applicable any additional information that will assist with the review process the owner feels is appropriate: **Site plan or plat with improvement outlined or drawn in showing the proposed location on the lot (including in relation to other improvements), with all specifications noted, including materials to be used, color, size, dimension, square footage, elevation, fencing and easements.** If contractor/city permit requires a portable toilet facility, please location on site plan or plat. The association may request further information to be submitted, in accordance with the governing documents. The association reserves the right to decline to review a submittal until all applicable materials for the submittal are received.

PROJECT DESCRIPTION

<input type="checkbox"/> Pool/Spa	<input type="checkbox"/> Patio/Deck
<input type="checkbox"/> Landscape Improvement	<input type="checkbox"/> Fencing
<input type="checkbox"/> Play scape	<input type="checkbox"/> Other _____
<input type="checkbox"/> Storage Shed/Outbuilding	

Please submit all applicable information along with this form.

*Homeowner Signature: _____ Date: _____

*Please Note: This form is being provided as a courtesy and as a general guideline for modification submittals. It is the owners responsibility to verify specific requirements needed for the submission with the association's governing documents (including covenants, conditions and restrictions, rules and regulations, architectural guidelines, and all other governing documents) prior to submitting the request for review and approval. Copies of all governing documents are available from Certified Management of Austin LLC for a copy fee. By this form, neither the association nor Certified Management of Austin, LLC make any representations about the specific requirements of the governing documents. Submitting this form is part of the submittal process. Please reference the governing documents for details of the submittal requirements, including deadlines. The association will review request and render decisions based on the associations governing documents. No construction, installation or modification shall commence without written approval from the Association, except as expressly provided by the governing documents. Failure to respond to a submittal within any time frame does not represent approval of the request unless otherwise expressly provided by the association's governing documents. ***Required Field: Failure to complete will result in delay of processing request and may result in application being denied.***

Return to:
Certified Management of Austin
101 River Hills Drive
Georgetown, TX 78628
(512) 339-6962 office
(512) 339-1317 fax
frontdesk@cmaaaustin.com

FOR OFFICE USE ONLY:
Received From: _____
Date Received: _____
Date Forwarded to ACC: _____
Date Returned: _____
Date of Owner Notification: _____