



APPLICATION FOR EXTERIOR MODIFICATION

SECTION A

NAME OF OWNER (S) _____

NAME OF OCCUPANT
(IF DIFFERENT) _____

ADDRESS OF UNIT _____
ADDRESS OF OWNER
(IF RENTAL UNIT) _____

SECTION B

DESCRIBE IN WORDS THE NATURE OF THE PROPOSED MODIFICATION. USE
ADDITIONAL SHEET IF NECESSARY.

SECTION C

ATTACH TWO COPIES OF APPROPRIATE DRAWINGS (S) INDICATING
CLEARLY THE WORK TO BE DONE. INCLUDE DIMENSIONS, MATERIAL
DESCRIPTIONS AND ALL OTHER INFORMATION REQUIRED TO
COMMUNICATE THE PROPOSED MODIFICATIONS. UNCLEAR APPLICATIONS
MAY REQUIRE REAPPLICATION.

SECTION D

ATTACH A COMPLETE FINANCIAL ESTIMATE FOR THE PROPOSED
MODIFICATION INCLUDING LABOR, MATERIAL AND WHO WILL PERFORM
THE WORK.

SECTION E

PLEASE SUBMIT A CHECK IN THE AMOUNT OF \$100.00 PAYABLE TO RUSH
CREEK HOMEOWNERS ASSOCIATION. THIS DEPOSIT WILL BE RETURNED TO
YOU AFTER THE MODIFICATION IS SATISFACTORILY COMPLETED
ACCORDING TO THE PROJECT PLAN APPROVED AND AFTER SATISFACTORY
CLEAN UP IS COMPLETED. IN THE EVENT THAT THE MODIFICATION
PROJECT AND/OR CLEAN UP IS NOT COMPLETED IN A SATISFACTORY
MANNER THE \$100.00 WILL BE APPLIED TO THE REMOVAL OF PROJECT OR
THE CLEAN UP THAT IS DEEMED NECESSARY BY THE BOARD OF TRUSTEES.

SHOULD THE COST EXCEED \$100.00 THE OWNER WILL BE ASSESSED ACCORDINGLY.

NOTE: DO NOT START THE MODIFICATION PROJECT UNTIL YOU HAVE RECEIVED AN APPROVED APPLICATION SIGNED BY THE BOARD OF TRUSTEES.

APPLICATION _____

(MUST BE SIGNED BY OWNERS OF RECORD) DATE _____

SECTION G

BOARD OF TRUSTEES FINAL ACTION DATE _____

BOARD OF TRUSTEES REMARKS _____ APPROVED ()
_____ REJECT* ()
_____ RESUBMIT ()

BOARD OF TRUSTEES PRESIDENT SIGNATURE
BY _____

* REJECTED APPLICATIONS WILL BE RETURNED WITH DEPOSIT

NOTE: APPROVED APPLICATIONS DO NOT NECESSARILY INDICATE THAT THE DESIGN OR CONSTRUCTION IS IN FULL COMPLIANCE WITH APPLICABLE BUILDING CODES. IT SHALL BE THE OWNERS AND/OR CONSTRUCTION COMPANY'S RESPONSIBILITY TO OBTAIN PROPER BUILDING PERMIT AND IN SO DOING COMPLY WITH ALL REQUIREMENTS OF THE SAME.