

**HAMPTON PLACE COMMUNITY  
ASSOCIATION, INC.**

**EXTERIOR CHANGE FORM**

- ↳ **Rain Diverter**
- ↳ **Awnings**
- ↳ **Storm Door**
- ↳ **Windows**
- ↳ **Sliding Glass Doors**

I \_\_\_\_\_ understand that the exterior structure  
Name (Print or Type)

change I have requested for my home at \_\_\_\_\_  
Address (Print or Type)  
is my responsibility. **Architectural Review Form must be attached (2B).**

I promise to maintain the structure in good working order and appearance. If at any time the Condominium Board of Directors requests maintenance or repair of the requested structure, I promise to make said repair.

In addition, if I should sell the property, I promise to notify the new owners that it will be their responsibility to maintain.

\_\_\_\_\_  
Signature of Home Owner(s)

\_\_\_\_\_  
Address (Unit #)

\_\_\_\_\_  
Witness

\_\_\_\_\_ 20\_\_\_\_\_  
Date

**ARCHITECTURAL REVIEW**  
**APPLICATION FOR EXTERIOR ALTERATIONS**

I request permission from the Board of Directors of the Hampton Place Community Association to make a exterior alteration to my property.

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Telephone: \_\_\_\_\_

*I have read the By-laws of the Association as they pertain to exterior alterations of the property (Article XI: Architectural Control), and I (and members of my household) promise to comply with the rules and standards as they pertain to seeking approval; providing plans, permits, documentation and insurance; and construction according to plans submitted and approved. Please be advised that any alteration that is not in conformance with the Association's standards and/or the approved specifications for this project may be removed by the Association with the cost of the removal being charged to the owner.*

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT:**

Type of Alteration Requested:

A repair or replacement of an existing structure

An addition or non-standard improvement

Other (please explain) \_\_\_\_\_

Please describe your request:

Does this plan conform to existing community association standards and specifications?  Yes  No

Explain. \_\_\_\_\_

(over)

Who will complete this work?  Self  Contractor

**CONTRACTORS:** If you are using a contractor to complete this work, evidence of liability and Worker's Compensation Insurance must be submitted for approval of any alteration to your property. The Community Association must be named as an additional insured party and be noted as held harmless for any property damage or bodily injury.

Submitted:  Yes  No  N/A

I have formally contracted with: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

The contractor will be employed by me, the owner of the property, not the Community Association.

**PLANS:** A copy of the project plans must be submitted with this application.

Submitted:  Yes  No  Waived

*Please Note: Work must be completed within six (6) months of the approval date below. Please notify the Board when work is completed so you can receive a satisfactory completion letter from the Board*

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**For Board Use Only:**

This Request:  has  has not been approved by the Board of Directors.

Board of Directors: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ To Be Completed By (Date): \_\_\_\_\_

Approval letter sent on: \_\_\_\_\_ By: \_\_\_\_\_

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**Project Completion Review:**

Reviewed by: \_\_\_\_\_ Role: \_\_\_\_\_

- Project completed as per plan and approval letter
- Project unfinished at this time
- More work required to meet Community standards/the plan submitted/the approval letter

Follow-up letter sent on: \_\_\_\_\_ By: \_\_\_\_\_

Completion letter sent on: \_\_\_\_\_ By: \_\_\_\_\_