

Audubon Trace Condominium Association

Request for Change in Common Elements

Unit \_\_\_\_\_ Audubon Trace

Owner's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

For the sole purpose of preserving the quality of our investment, the beauty, and ambiance at Audubon Trace, this "Request for Change in Common Elements" form has been prepared for all owners to use prior to anything being placed or changed in the Common Elements.

In accordance with our Condominium Declaration, By-laws and other requirements of the Association, I request permission to make a change in the Common Elements associated with my Unit, as follows.

**[Please describe in detail the nature of the change(s) you are requesting, providing dimensions and/or specifications, types, and sizes of materials.]**

Until written permission is granted by the Association, I will not to make any changes to the Common Elements. I also understand that I will, to the satisfaction of the Architectural Committee and/or the Board, maintain in good form and condition, the changes I am requesting. Since these changes are in the Common Elements, I recognize the Association has the right at any time to rescind or alter its response to this request and that it has the right to maintain, change, add to, and/or remove the above changes.

Owner's Name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Number of Pages Submitted: \_\_\_\_\_

Association's Decision:

- Request submitted to Board
- Please submit more information
- Please submit drawing
- Please list all materials and
- Estimated time to complete job/work
- Other \_\_\_\_\_
- Request Approved/Disapproved

Property Manager Comments:

