



The Preserve Condominium Association Improvement Application

Pursuant to The Preserve Condominium Association's Declaration, this form is provided for your convenience when submitting an *improvement application*. All information on this form must be submitted prior to processing. You are advised that the information provided is voluntary. However, it may be subject to disclosure under provisions of law. **Effect of Failure to Respond: Failure to supply the requested information or the omission of information relevant to your planned improvement may be cause for denial of your application.**

Date: _____

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Type of Improvement Request: (Please provide as much detail as possible)

Dimensions: _____ Location(s): _____

Types of Material to be Used: Please include manufacture's name, color and color code

A scale drawing of all requested improvements must be submitted, and attached to the application to show the exact location and dimensions.

I understand the rules and the proposed improvement. This improvement in no way encroaches on a neighbor's limited common area or common area or common ground. I agree to abide by the rules established by The Preserve Condominium Association, the Architectural Control Guidelines, and will be solely liable for upkeep required by the construction of this improvement. I further agree to obtain all licenses and/or building permits, and meet all legal requirements for building codes. I will be responsible for maintaining the improvement in accordance with maintenance standards adopted from time to time by, the Association's Board of Directors. I will reimburse the Association for all additional insurance premiums charged by reason of the existence of the improvement.

Signature of Unit Owner(s) _____

Date: _____

Date sent to Board: _____ President Only All Members At Board Meeting

Board Response

Date of Vote:

	Approved – No Changes		Approved – Noted Change / Provisions
	Additional Info Needed		Denied

Provisions/Comments:

REMINDER:

- Form must be submitted to the Management Company prior to a regular Board meeting.
 - Email: [mailto: karecono.com](mailto:karecono.com)
- Copy of complete form will be sent to you after board executive session.

Thank you for taking the time to show interest in your community.