

# COUNTRY CLUB TOWNE HOMES

## ARCHITECTURAL REQUEST FORM

The undersigned party, \_\_\_\_\_, owners of Unit # \_\_\_\_\_, requests approval for the alterations and/or improvements described below.

By submitting and executing this form, owner of said unit acknowledges their understanding of CCTH By-Law Article III, Paragraph C., which governs alterations and/or improvements, as written below:

**Alterations and Improvements.** Neither an owner of a Towne Home nor the Council shall make any alterations in the portions of a multiple unit building which are to be maintained by the Council or remove any portion thereof or make any additions thereto, or do anything that would jeopardize the safety of soundness of the building or impair any easement, without first obtaining approval in writing of the owners of all other Towne Homes in the same building and the approval of the Board of Governors of the Council. A copy of the detailed plans of such work shall also be filed with the Council prior to the start of such work.

**Description.** Describe the project; provide architectural drawings and a list of materials to be used.

\_\_\_\_\_  
\_\_\_\_\_

Unit owner must sign below and on page two of this agreement. In doing so, unit owner acknowledges acceptance of the written terms and conditions governing this Architectural Request as found on page two of this agreement.

**Signature:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

### Approval Process: Three Steps

#### Step One: Owner Delivers Completed Form to Office

- Architectural Committee Reviews and Approves Submission

Architectural Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

#### Step Two: Office Returns Approved Form to Owner

- Owner Obtains Neighbor Approval

Neighboring Towne Home # \_\_\_\_\_ Signature \_\_\_\_\_

Neighboring Towne Home # \_\_\_\_\_ Signature \_\_\_\_\_

Neighboring Towne Home # \_\_\_\_\_ Signature \_\_\_\_\_

Neighboring Towne Home # \_\_\_\_\_ Signature \_\_\_\_\_

#### Step Three: Owner Returns Form to Office

- Office Obtains Board Approval from Two Board Members

Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

**Alteration and/or Improvement Terms and Conditions**

1. The improvements, when made, shall not be a part of the common elements of Country Club Towne Homes Condominium Regime, but shall belong separately to the person or persons owning the above described Town Home from time to time; and all maintenance and repair of such improvements shall be the obligation of the person or persons owning the above described Town Home from time to time, and not the obligation of the Council;
2. Owners, and any successor owners of the above described Towne Home, hereby agree to indemnify, hold harmless and defend the Council and all other owners in the Condominium Project from any and all claims, damages, actions, losses or injuries arising out of or relating to the improvements, or the construction of the improvements described in Exhibit "A" hereto, including damage caused to other portions of the above described Towne Home, or other Towne Homes in the Condominium Project or the common elements of the Condominium Project;
3. The improvements shall be constructed in accordance with the plans and specifications previously furnished the Council, and all materials used in the construction shall be new and of a good quality, and first class workmanship shall be utilized in making the improvements, all of which improvements are to be at Owners expense; and
4. Owners shall properly maintain, and keep in good repair, all such improvements and shall not alter the improvements without prior written consent of the Council.

**Acknowledged and Accepted:**

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Date