



MALLARD COVE CONDOMINIUM ASSOCIATION

Applicant: _____

Date: _____

Condo Unit # _____

Brief description of the project:

GENERAL REQUIREMENTS AND EXPECTATIONS:

- 1) All exterior changes to units, including structural additions, landscaping changes, or other alterations, must be submitted in writing to the Board who, may in turn refer them to the Architectural Committee for review.
- 2) The owner proposing the change is responsible for providing the appropriate documentation. In all cases, the application must meet the following criteria:
 - a. The application request must be submitted in writing.
 - b. There should be sufficient detail to allow the Architectural Committee and the Board to evaluate it.
 - c. A drawing/sketch/diagram to scale, showing measurements and dimensions, is a requirement where appropriate. Examples of where this would be appropriate are: decks; patios; porches; awnings; walkways; and new (and expanded) ground improvements like flower beds, gardens, etc. A drawing/sketch/diagram should indicate the proposed change and its location.
 - d. The general aesthetics of color/design/style must be acceptable and conform to the existing Mallard Cove standards as determined by the Board and the Architectural Committee.
 - e. Evidence must be attached demonstrating that contractors have adequate workers compensation and general liability insurance.
 - f. A statement should be included that the City and State zoning rules and regulations are being followed.
 - g. In the event excavation is planned, the unit owner is to be responsible for assuring that utility lines are marked and avoided prior to initiation of the work. A statement of this intent and a declaration of safety (including DIG-SAFE approval) by the contractor should accompany the request for approval.
 - h. An owner responsible for damage to property of the Condo Association or other owners shall repair the damage at his sole and separate expense.

Some additional criteria may be applied as deemed appropriate to a specific project by the Architectural Committee or Board. The Board reserves the right to stop any projects not in compliance with these procedures and/or not considered in the best interests of the Association or its members.

.....

Please provide description of the proposed change. Be as specific as possible.

.....

Signatures from abutters signifying acknowledgement (not approval) of application:

Unit # _____ **Signature** _____

Unit# _____ **Signature** _____

.....

Board of Directors Action:

Board Decision: _____ Approved _____ Denied

Comments: _____

Signature

Date