Audubon Trace Condominium Association

Request for Change in Common Elements

Unit _____Audubon Trace Owner's Name: _____
Phone: _____ - (Day)
Phone: _____ - (Night)
E-Mail: _____

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. Please feel free to use the back of this form, or attach a diagram, sketch, additional pages and/or additional information, if appropriate.]

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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 Signature: _____
Date: _____
Number of Pages Submitted: _____

Association's Decision:
____ Request submitted to Board
____ Please submit more information
____ Please submit drawing
____ Please list all materials and specifications
____ Estimated time to complete job/work
____ Other _____
____ Request Approved/Disapproved

Audubon Trace Condominium Association
By: _____
Title: _____
Date: _____

[This form must be submitted to the Association's Property Manager to be maintained on file.]