

VILLAS ON TRAVIS CONDOMINIUM OWNERS ASSOCIATION, INC.
Architectural Modification Request (AMR)

Name: _____

Unit No: _____ Phone: (home) _____ (wk) _____

Email Address: _____

Modification will affect the following (Check all that are appropriate):

- Exterior Appearance (Windows, doors, etc)
- Structural parts of Unit (Internal change affecting structure of unit)
- Limited Common Elements (Deck, patio, fence, porch, walkway, outside lighting, any area outside the interior walls of a unit, assigned unit parking space, etc.)
- General Common Elements (grass areas, landscaping, trees, parking lot, common stairs or walkways, etc.)
- Other

Brief Description of Proposed Change:

Depending on the nature of your application, the Association may require some or all of the following information in order to properly evaluate your application. Please indicate which of the following are attached. The Association may request the submittal of additional information and your application will not be viewed as complete until the requested information is provided.

A detailed, to-scale drawing of proposed modification, description of the current items that will or may be affected by the proposed changes. Drawings should be in sufficient detail for the Association to understand the design intent, basic structure, and all proposed materials.

Include, if possible, photographs of proposed changes, area or items to be impacted, samples etc..

Written comments from neighboring unit owners who may be impacted by your proposed change.

Supplier and Contractor Information (Note that use of an approved product or contractor may expedite approval. Check with the Association Manager to see if there are approved contractors or materials for your proposed modification)

Description of materials: (type, color, style etc.)

Proposed Start Date: _____ Proposed Completion Date: _____

Submit two copies of all required documentation to the Association in care of Property Management at the following address _____.

The procedure to be followed by the Board in considering your application and factors which may be considered are set out on Attachment "A" to this Architectural Modification Request.

Signature(s): _____ Date: _____

For COMMITTEE USE:

Date Application Received: _____ Complete: _____ Incomplete: _____ Initials: _____

Date Additional Information Requested: _____

Type of Information Requested: _____

Date Additional Information Received: _____

Date Denied as Administratively Incomplete (If Applicable): _____

Comments/Special Conditions: _____

Architectural Review Date: _____ ACTION: _____

COA Board President: _____

Attachment "A"

The Association will review your Architectural Modification Request and any additional materials submitted within 21 days or less of receipt and will make an initial determination concerning the adequacy of the information provided. If the materials submitted are determined to be sufficient, the Committee will review the application at its next regularly scheduled meeting and will notify the applicant of the Association's decision on the request. After receipt of a complete application the Association's decision will be rendered within thirty (30) days.

If the information provided is determined to be insufficient, the Association will notify you in writing of the supplemental information requested by the Board. Your application will be placed into "pending status" and no further action will be taken by the Association until the requested information is provided. If the requested information is not received within 30 days from the date of the Association's letter notifying you of the items to be submitted the application will be considered to be "administratively incomplete" and will be denied without prejudice to the right of the owner to resubmit the application with all necessary information. Upon receipt of any requested information, the complete application will be considered at the next regularly scheduled meeting of the Committee, within 30 days of receipt of the complete application.

The applicant, and any affected parties, shall have the right to participate in any meeting at which the application will be considered. The Association's decision will be rendered in writing and the Association may approve the request, deny the request or approve the request with stipulated changes. The Association will have the right to review the proposed construction on-site and to conduct additional inspections during the construction of any approved improvements.

Note: If the Association determines a particular expertise (engineer, architect, etc.) is required to make an informed decision, the Association will notify the Owner. The Owner will be responsible for all expenses associated with obtaining such expertise or chose not to proceed with the project.

Please note the following items and factors (and others in specific situations) may be considered by the Association to evaluate the pros and cons of any suggested change.:

- The completeness of the project data submitted by the Owner with the application.
- The date the application was received?
- Does the application include complete plans and specifications?
- Do the plans and specifications include adequate information on nature, kind, shape, size, materials, color and location of the proposed construction?
- Is the requested change materially equivalent to previously approved projects? If similar projects have previously been approved, application may qualify for expedited approval.
- If plans and specifications are not complete, has owner been notified of additional information required?
- Is the proposed construction, alteration or modification in harmony with external design of the surrounding structures?
- Is the proposed construction, alteration or modification in harmony with the location of the surrounding structures?
- Is the proposed construction, alteration or modification in harmony with surrounding topography?

- Is the proposed construction, alteration or modification in harmony with the use of the surrounding Units?
- Does the proposed construction impair structural soundness or integrity of Units, Buildings or Common Elements?
- Does the proposed construction impair any easement (roof drainage, sprinkler system, etc.)?
- Does the proposed construction adversely impact the use of Common Elements for vehicular or pedestrian movement within the Project?
- Does the proposed construction adversely impact the use of Common Elements for providing access to the Units?
- Does the proposed construction adversely impact the use of Common Elements for recreational purposes by the Owners and occupants of Units?
- Does the proposed construction adversely impact the use of Common Elements for beautification of the Project?
- Does the proposed construction adversely impact the protection of privacy of Owners and occupants of Units?
- Does the proposed construction adversely impact the maintenance and operation of Common Elements?
- Will the Association incur any expense (now or in the future) as a result of such requested change (on-going maintenance costs, future repairs or replacement, etc.)?
- Does the proposed construction increase the rate for hazard and liability insurance covering the Common Elements?
- Does the proposed construction adversely impact or enhance the value of a Unit or Units or the Project as a whole?
- NOTE: The term "Common Elements" includes "Limited Common Elements" (which includes decks, patios, porches, walk ways to units, parking spaces assigned to units, etc.)

The Applicant will be required to abide by the decision and/or special conditions set forth by the Villas on Travis Board of Directors. The Applicant will also be responsible for meeting all applicable City codes, permit requirements and other regulations. The Villas on Travis Condominium Owners Association will assume no responsibility - either initially or in the future - for any costs associated with the proposed modification, including, but not limited to: maintenance and repairs of the modifications, repair or replacement to the modification due to Association repairs to common or limited common property (including underground utilities), damage to existing structure or building elements, or disruption of or damage to underground utilities. As applicable, the responsibility for such costs, repairs and or replacement of any approved modifications shall be the responsibility of the Unit owner and any subsequent owners and the applicant(s) agrees to indemnify and hold the Association, its members, officers, directors, attorneys and agents harmless from claims for any such costs.