

**WILDWOOD TOWNHOMES HOMEOWNERS ASSOCIATION 'S
MODIFICATION REQUEST PROCESS**

Application for _____

1. Owner's Name, Address, Contact information (email/phone #):

2. Based on the request, please submit a sketch plan, drawings, dimensions, placement, materials, if permits required, and these would need to be provided to the Board BEFORE any work would begin, for the Board to review for approval. The Board would also need to review if the project would interfere with any access and/or utilities/irrigation system.

3. If utilizing a contractor, the Board would require the name, address, evidence of applicable insurance, including liability and workers' compensation.

4. Owner should provide the anticipated time frame for project initiation **with a completion date. If the completion date expires, you will be required to request an extension from the Board and that new date.**

Anticipated Completion Date: _____

5. If the request is for an installation of Wi-Fi, cable or satellite services, it should include the desired location; however, there may be NO penetration on any of the roofs. Since the request may involve an install on a common element, the Board reserves the right to refuse the location, however, may offer alternatives. These installations should be done by professionals, i.e. the service provider and not by the owner or a tenant. Any equipment currently installed must be removed prior to the installation of new equipment.

6. Should the owner move, sell or have provided service for a tenant, and the tenant leaves, the owner is responsible for the removal of the equipment at his/her expense as providers do not remove their equipment. Should there be a failure to do so, the owner will be assessed if the HOA has to have the equipment removed or the equipment is abandoned. The equipment must be removed in a professional manner.

7. Should there be any damage to HOA property or equipment is not removed or project not completed, the current owners will be assessed for any repair, removal or completion.

8. Based on the scope of the project, the Board will review and respond to the request within _____ days/weeks.

Date Application Received: _____

Date Reviewed by the Board: _____

Vote:

Approved: _____ Denied: _____

Date: _____ Applicant Notified: _____