

**WYNDMOOR AT THE HIGHLANDS  
PROPERTY MODIFICATION FORM**

Unit Owner (s): \_\_\_\_\_



**MUST BE COMPLETED  
IN ITS ENTIRETY.**

Address of Unit: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Address of Unit Owner (if different than above): \_\_\_\_\_

The undersigned hereby applies for approval to make property modifications to the unit # \_\_\_\_\_  
or appurtenant limited common areas \_\_\_\_\_ or exterior area located at  
\_\_\_\_\_ within the association. I/We authorize and represent the following:

- ◆ I/We are the lawful owner(s) of the premises.
- ◆ I/We do hereby authorize the Architectural Committee, the Board or Directors or their designee to inspect the premises concerning this application, upon reasonable notice and during reasonable hours.
- ◆ I/We authorize the Board to employ, engage, or hire any professional consulting entity that they deem reasonable necessary to properly review this application, the cost of which will be charged to me/us, provided that there is prior notification, and agreement received from me/us.
- ◆ I/We agree to abide by all the terms and conditions of the approval procedures, the Declarations of Covenants, Conditions, and Restrictions, the By-Laws, and the Rules and Regulations of the Association as they apply to this application.
- ◆ No work will be started until I/We receive written approval from Wyndmoor at the Highlands management.
- ◆ Work shall be done at my/our expense and future maintenance and liability will be my/our responsibility.
- ◆ All means will be taken to insure prompt completion of this project and work will not intrude upon other members private space or inhibit their enjoyment of common properties.

- ◆ All responsibility/liability for work done by me/us or a contractor shall be covered by an insurance rider or separate policy naming Wyndmoor at the Highlands as additionally insured if applicable.
- ◆ I/We shall be responsible for complying with all applicable state, local, federal codes, regulations and requirements in connection with this project. I/We will obtain all state, local, or governmental permits and approvals.
- ◆ Wyndmoor at the Highlands will accept no responsibility with respect to such compliance requirements and I/We understand granting of a modification approval will in no way imply or represent that Wyndmoor at the Highlands warrants that this modification is in compliance of permits, codes or laws.
- ◆ I/We understand that any damage caused by this improvement will be my/our sole responsibility to repair and maintain. Any subsequent owner/occupant of this premise will be told of such modification and their responsibilities.
- ◆ A copy of this modification will be attached to any new homeowner packages.

I/We request to begin this project on: \_\_\_\_\_

Contractor's Name, Address and Number: \_\_\_\_\_

***PLEASE NOTE: The following is mandated for approval consideration:***

- ◆ A sketch of the proposed modification that includes relationship to adjacent common elements
- ◆ All brochures including manufacturer and model number (if applicable).
- ◆ Contractor Certificates of Insurance naming Wyndmoor at the Highlands Condominium Assoc., Inc as an additional insured.
- ◆ All required Permits must be prominently displayed and fees paid by unit owner.

By signing this application, I/We have read, understand and acknowledge all of the above and agree.

Owner(s) Signature \_\_\_\_\_ Dated: \_\_\_\_\_

**For Management Use Only**

Received Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Rejected and Notice Sent On: \_\_\_\_\_