

## Villa Tanglewood Homeowners Association, Inc.

### Condo Improvement Request Form

In accordance with the recorded covenants and restrictions of the Association and to protect each individual owners' right and values, a unit owner considering any modification that affects the exterior, or interior remodeling (including flooring), must submit this form for review/approval by the Board of Directors **prior to initiating any work on the planned improvements**. Unapproved modifications violate the deed restrictions. The Association may require that you modify or remove the improvement at your sole expense. Owners' requests are processed as quickly as possible in the order received. Owners are notified in writing of the Board's decision within 30 days as allowed in the deed restrictions.

Please Submit: Completed Improvement Request Form  
Complete and detailed plans and specifications  
Other attachments/information as appropriate

**Owner Name:** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Briefly describe the improvement(s) you propose:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Continue on reverse if necessary)

**Location of proposed improvement** (check all that apply):

**Exterior:** Front \_\_\_\_\_ Back \_\_\_\_\_ Side \_\_\_\_\_ Roof \_\_\_\_\_ Patio \_\_\_\_\_ Balcony \_\_\_\_\_

**Interior (Which Rooms)** \_\_\_\_\_

**Who will do the work?** Contractor (Name) \_\_\_\_\_

Contractor Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ # of Days to Complete Project \_\_\_\_\_

Owner's Acknowledgement: I acknowledge that the Association is not responsible for any delay in processing my request due to incomplete information submitted and that as the property owner of record, I am solely responsible for compliance with the Association's governing documents and applicable building codes and ordinances. Irrespective of the approval of this request, it is the owner's responsibility to obtain all necessary city permits. I acknowledge full financial responsibility for any and all damages caused to any common areas or other property by any party involved in the proposed modifications. Once this request has been approved, I agree to release and indemnify the Association for any damages caused by the work.

\_\_\_\_\_  
Owner's Signature Signifies Acknowledgement

\_\_\_\_\_  
Date Signed

**(Email to [manager@villatanglewood.net](mailto:manager@villatanglewood.net))**