

CIRCLE BAY YACHT CLUB CONDOMINIUM ASSOCIATION, INC.
A Corporation Not-For-Profit

REQUEST TO MODIFY CONDOMINIUM PROPERTY

The undersigned requests permission to modify the condominium property and submits the following true and correct information in support of the request:

BRIEF DESCRIPTION OF PROPOSED MODIFICATION

DOES THE MODIFICATION CHANGE THE COLOR OR APPEARANCE OF THE CONDOMINIUM?

DOES THE CHANGE INVOLVE ANY STRUCTURAL CHANGES TO THE CONDOMINIUM PROPERTY?

NAME AND ADDRESS OF THE PERSON DESIGNING PROPOSED MODIFICATION.

CONTRACTOR (only if structural)

Respectfully submitted this ____ day of _____, 20__

UNIT # ____ - _____

Print Owners Name

Signature of Owner

We do ask, (per our CBYC rules and regulations) that before you begin to renovate, that you submit an application for modification located in the office and on our website. This ensures that we know what will be affecting your neighbors and who will be coming onto our property to work.

(IMPORTANT NOTE: You are required to attach a sketch or drawing of the proposed modification. You are encouraged to submit any additional information supporting your case.)

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APPROVAL OF MODIFICATION OR ALTERATION

You are hereby notified the Board of Directors has approved the proposed modification or alteration requested by you for unit _____. This approval is limited strictly to the modification or alteration described in the plans and specifications submitted by you and must be performed by the contractor shown on your application.

This approval will be revoked immediately if a change is made in the contractor performing the work or if there is a departure from the approved plans and specifications.

In accepting this approval you shall assume responsibility for any damage resulting from the modification or alteration. You must restore the remaining condominium property to its original condition at the conclusion of work authorized by this approval.

BY ORDER OF THE BOARD OF DIRECTOR'S

Manager

Date

FOR UNIT # ____ - _____

(IMPORTANT NOTE: You are required to attach a sketch or drawing of the proposed modification. You are encouraged to submit any additional information supporting your case.)