

E. Request for change form

**ENCLAVE AT ROSEMONT RIDGE CONDOMINIUM OWNERS'
ASSOCIATION
REQUEST FOR CHANGE FORM**

Date Requested: _____ Date Received: _____
Name: _____ Unit #: _____
Address: _____

Phone: (home) _____ (work/other) _____

Select the exterior design item(s) that you are requesting to add or alter.

- Landscaping
- Door/Window Addition or Changes
- Other _____

If your request is similar to other projects already approved within the community (storm doors, landscape beds, mulch, patio fencing, awnings, etc.), please check with our Management Company prior to completing this Request Form. They have product brochures and general information with approved materials. This will help process your request more efficiently.

Each request should be accompanied by the following (if relevant):

- A complete description of the improvement requested
- A signed Exterior Modification Agreement
- A scale drawing, including the relationship to your Unit
- All specifications including:
 - plans
 - dimensions
 - materials to be used
 - color(s) (include brochure if available)
- Estimated time to complete the project

Mail completed information to:

Kare Condominium Management Company, Inc., PO Box 1714, Stow, OH 44224

Thank you for following this procedure when making any changes or additions to the exterior of your Unit. Once your request is received, it will be distributed to all Board members for review. If they are unsure of the changes you are requesting, they will visit your site and evaluate how your request will fit into the community. The Board will then reach a decision and you will then be contacted, in writing, advising you of that decision and of any additional stipulations regarding your request. Once your project is approved, you will have to meet the completion date or the approval process will begin again. Remember that while a project is in process it is important to keep the grounds safe, clean, and clear of obstacles, so that the job site does not become an eyesore. Following this procedure will allow The Enclave to maintain the continuity that brought Occupants to this Association.

No work can start until you receive written approval