

HOME IMPROVEMENT REQUEST FORM

Please complete and include this request form, along with three sets of your proposed home improvement plans to the Management Company.

MEMBER'S NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

DESCRIPTION OF IMPROVEMENT: _____

PROPOSED START DATE: _____ ESTIMATED COMPLETION DATE: _____

Please note that plans must be prepared based on the Submission Standards identified in the Architectural Guidelines.

Installation to be at no cost whatsoever to the Association. Any further maintenance shall be the responsibility of the Member, his or her heirs or assigns.

MEMBER'S SIGNATURE _____ DATE _____

ARCHITECTURAL COMMITTEE (Use Only)

- () Approved
- () Approved subject to minor revisions
- () Disapproved
- () Following additional information is required:

COMMITTEE SIGNATURE _____ DATE _____

Submit Form & Plans to: **Mariner's Point Community Association**
c/o current Management Company

ADJACENT NEIGHBOR STATEMENT
(One form required to be submitted for each neighbor)

SUBMITTING

MEMBER'S NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

DESCRIPTION OF IMPROVEMENT: _____

PROPOSED START DATE: _____ ESTIMATED COMPLETION DATE: _____

NEIGHBOR RELATION: () Adjacent Rear () Adjacent Side _____ () Facing

NEIGHBOR'S NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

DATE OF REVIEW: _____

NEIGHBOR'S COMMENTS:

I have received the attached plans and understand that the Applicant named above is submitting the plans for Mariner's Point Community Association Architectural Committee approval.

NEIGHBOR'S SIGNATURE _____ DATE _____

SUBMITTING MEMBER'S SIGNATURE _____ DATE _____

Submit Form & Plans to: **Mariner's Point Community Association**
c/o current Management Company

MARINER'S POINT HOMEOWNERS ASSOCIATION

NOTICE OF COMPLETION

Notice is hereby given that:

NAME OF OWNER: _____

The undersigned is the owner(s) of the property located at:

Street Number _____ Lot # _____

City _____ State _____ Zip _____

Phone Number _____ E-mail Address _____

The work of improvement of _____, on the above-described property was COMPLETED on _____ day of _____, 20__ in accordance with the Architectural Committee's written approval of the above owner's plans and submittal package.

SIGNATURE OF OWNER: _____ **DATE:** _____

ARCHITECTURAL COMMITTEE (Use Only)

The Architectural Committee has accepted the work of improvement on the above-described property on: _____
DATE

Architectural Committee Representative Signature _____ Print Name Here _____

Please forward this Notice of Completion to:

**Mariner's Point Community Association
c/o current Management Company**