Golf Course Villas Association, Inc.

Guide to Architectural Compliance

Rationale:

The Board of Directors wants to be certain that before any dwelling exterior or property is at all modified, that the proposed change is in keeping with the general character of The Golf Course Villas Homeowners Association; meets code qualifications of The Town of Grand Island and/or the State of New York; does not present any special or costly maintenance problem for the Association nor adversely affects the safety and well-being of other Unit Owners.

Procedure for Written Consent:

A Unit Owner seeking to make an exterior modification must submit a completed and legible Architectural Change Form to the Board of Directors of Golf Course Villas Association through its management firm, **REALTY PERFORMANCE GROUP, INC. 52 SOUTH UNION ROAD WILLIAMSVILLE, NY 14221.** Before any change, modification or replacement can be made the Unit Owner must receive the written approval from the Board of Directors:

1. The Unit Owner shall submit any such other supporting documentation or material that the Board may request (plans, specifications, etc.)
2. The Board of Directors will review the application and determine as to whether the request should be approved; or disapproved; changes to the request made.
3. The Unit Owner will receive written notification if the application has been approved, disapproved, or approved with restrictions and/or stipulations.
4. Copies of all applicable building permits from the Town of Grand Island must be prominently displayed at the property or submitted to the Board of Directors of Golf Course Villas Association upon request, **after** Board approval of the architectural change application and **before** any work may commence.
5. Clean up of all debris as a result of the modification is also the responsibility of the Unit Owner.
6. The Unit owner must advise Management when the project is completed so a final inspection may be conducted, to ensure that the modification is performed as granted.
7. Enforcement: Failure to obtain a properly approved Architectural Change Form may result in the correction of the unauthorized modification at the expense of the Unit Owner, and/or a Lien being placed on the property. The Board of Directors reserves the right to withdraw approval of the modification if it is not completed in a timely manner or does not adhere to the original specifications.

GOLF COURSE VILLAS ASSOCIATION, INC.
APPLICATION FOR APPROVAL OF ARCHITECTURAL CHANGE

OWNER & ADDRESS: _____ PHONE: _____ DATE: _____

NATURE OF PROPOSED ALTERATION OR ADDITION:

_____

_____

PROPOSED STARTING DATE: _____ PROPOSED COMPLETION DATE: _____

WORK TO BE PERFORMED BY: _____

LIST OF MATERIALS TO BE USED (be specific):_____

_____

_____

FOR THE CONTRACTOR DOING THE WORK - Please supply the following information:

1. Name, address and phone number
2. Liability insurance face sheet with expiration date
3. Copies of blue prints or drawings done to scale showing plans, elevations, and cross section
4. Specific materials list including brand and model when appropriate. (Architectural Standards Committee may supply you with the third and forth items, through the homeowner.)

FOR THE HOMEOWNERS:

The homeowner understands he/she will be responsible for the quality of construction; repair of any Association property damage during construction/installation; maintenance, upkeep, and replacement (up to the standards set by the Board of Directors) of any architectural change. As part of the approval for the indicated Architectural change Application, Owner is advised that the underground utility lines serving the unit (electricity, water, gas, telephone, cable, et.) is the responsibility of the unit owner in the case of any damage, severing, relocation, movement, or other action causing a service disruption to any unit. All cost associated with such repair or replacement is exclusive responsibility of the unit owner. The association assumes no responsibility for repairs and shall be held harmless.

SIGNATURE OF HOMEOWNER: _____ **DATE:** _____

This application will be immediately forwarded to the BOARD of DIRECTORS for preliminary review and decision.
Please allow up to 30 days for processing.

PLEASE RETAIN A COPY FOR YOUR RECORDS AND SEND ONE COPY OF THIS APPLICATION AND ALL SUPPORTING PAPERWORK THROUGH POSTAL SERVICE TO:

GOLF COURSE VILLAS ASSOCIATION, INC.
REALTY PERFORMANCE GROUP, INC
52 SOUTH UNION ROAD WILLIAMSVILLE, NY 14221

OR

VIA EMAIL TO:
Jeffrey@realtyperformancegroup.com

THIS SECTION TO BE COMPLETED BY THE ASSOCIATION BOARD OF DIRECTORS

____ Approved subject to final inspection ____ Approved with restrictions ____ Disapproved

Signed: _____ Date: _____

LATEST COMPLETION DATE FOLLOWING WHICH ANY APPROVAL GRANTED ABOVE IS AUTOMATICALLY REVOKED IS: _____
FINAL INSPECTION CONDUCTED ON: _____
APPROVED BY: _____