

Morgan Street Birch Run Homeowners Association

Architectural / Landscaping Modification Request

Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

The governing documents of the Association require Owners to submit all proposed exterior modification, alterations, additions and replacements, to their home to the Architectural Review Committee and Board of Directors for approval. Application must include detailed plans and information describing the proposed change(s). Applications can be submitted to the Property Management Firm. The Committee and Board shall inform the Owner of their decision to approve or disapprove the request within 20 days of submission.

Type of Proposed Change (s):

- | | | |
|--|--|--|
| ☐ Exterior Lighting | ☐ Privacy Wall | ☐ Walkway, Courtyard, Steps |
| ☐ Front Door | ☐ Patio, Porch, Deck | ☐ Windows, Sliders |
| ☐ Garage Door (see spec.) | ☐ Roof (see spec.) | ☐ Mail box / Post (see spec.) |
| ☐ Gutters | ☐ Solar Panels, Roof Mounted (see fspec | |
| ☐ Tree (greater than 8 ft.), Shrub (greater than 6 ft.) planting or removal | | |
| ☐ Other _____ | | |

Description of Proposed Change (s)

Please provide plans and specifications showing the nature, kind, shape, height, materials and location of proposed modification to assist the Committee & Board in the review.

If an owner begins a project and cannot complete it due to construction issues that require additional changes, the owner must submit all changes for approval by the Committee and Board before continuing the project.

Morgan Street Birch Run Homeowners Association Architectural / Landscaping Modification Request

Permits & Insurance: It is the owner's responsibility and obligation to obtain all required building permits, to contact utility and cable companies and to construct the improvements to all applicable building and zoning codes. Should the Board determine that the proposed project presents a risk of damage to an Owner's property or to the common areas, the Board may require appropriate insurance be obtained. When insurance is required, Owner and or Owner's vendor must provide copies of proof of insurance to the Property Management office prior to the start of a project.

Property Management Contact:

Edgewater Management Group
PO Box 150
Fort Edward, NY 12828
Office: 518.577.5403
Fax: 888.567.6784

The undersigned owner, hereby acknowledges and agrees that he/she/they shall be solely responsible for determining whether the improvements, alterations, or additions described above comply with all applicable laws, rules, regulations, municipal codes and ordinances. The Architectural Review Committee, the Association and its Board of Directors shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with state and local laws, rules, regulations, codes or ordinances.

I agree not to begin the proposed property improvement(s) until the Architectural Review Committee and Board of Directors notifies me in writing of approval. If any change is made to my property that has not been approved, the Committee has the right to ask me to remove the improvement and I agree to do so. Also, I agree to notify the Committee upon completion of the improvement(s).

Owner Signature: _____ Date: _____

Committee Action:

☐ Approved Date: _____

☐ Disapprove Date: _____

Board Action:

☐ Approved Date: _____

☐ Disapprove Date: _____

Signature : _____