

Village II Condominiums Owners, Inc
Architectural Control Policy and Guidelines
Exterior Modification, Addition or Alteration Request Form

All homeowner modifications / alterations that affect any Common or Limited Common Areas require review and approval by the approved Board member or the Board-appointed Architectural Control Committee. Common and Limited Common Area are defined in the Maintenance, Repair and Replacement Responsibility Policy. Guidelines for modifications are defined in the Architectural Control Policy. Please fill out this Request Form and turn in to the HOA, as noted below, for review and approval. No work may commence prior to approval.

Please deliver to an HOA Board member or mail to:

**Architectural Review Committee
Village II Condominiums Owners, Inc
c/o Coeur d'Alene Accounting
2900 N Government Way, #150
Coeur d'Alene, ID 83815**

Date of Application: _____ Received by: _____ Date: _____

Homeowner Name: _____

Address: _____

Telephone Numbers: Home: _____ Work: _____ Cell: _____

Email Address: _____

Please check yes or no to each of the following items. All items checked yes require detailed documentation.

- ☐ Yes ☐ No Will the modification involve HVAC or any other mechanical system?
- ☐ Yes ☐ No Will the modification involve plumbing?
- ☐ Yes ☐ No Will the modification involve electrical work?
- ☐ Yes ☐ No Will the modification affect any structural element of the building?
- ☐ Yes ☐ No Will the modification in any way alter the exterior appearance of the unit?
- ☐ Yes ☐ No Will the modification effect any other part of Common or Limited Common Area?
- ☐ Yes ☐ No Will the modification in any way breach the roof of the building?
- ☐ Yes ☐ No Will the modification breach the unit's floor?
- ☐ Yes ☐ No Will the modification breach the wall of an adjoining unit?
- ☐ Yes ☐ No Will the modification in any way affect adjacent units?

Village II Condominiums Owners, Inc
Architectural Control Policy and Guidelines
Exterior Modification, Addition or Alteration Request Form

Will you be modifying, adding, constructing, painting or replacing any of the following? Place a check by those that apply.

- | | |
|--|--|
| <input type="checkbox"/> Exterior Paint/Stain (building, porch, deck, fence, etc.) | <input type="checkbox"/> Windows or Skylights |
| <input type="checkbox"/> Deck and Patio Covers, Sun Screens and Awnings | <input type="checkbox"/> Garage Door |
| <input type="checkbox"/> Porches, Decks, Patios and Balconies | <input type="checkbox"/> Fences |
| <input type="checkbox"/> Sunrooms, Solariums and Gazebos | <input type="checkbox"/> Satellite Dish |
| <input type="checkbox"/> Front Door(s) | <input type="checkbox"/> Exterior Lighting |
| <input type="checkbox"/> Screen / Storm Doors | <input type="checkbox"/> None Apply (Describe below) |

DESCRIPTION OF PROPOSED MODIFICATION:

Please describe the proposed modification. If necessary, attach additional pages, diagrams, drawings, photographs, plans, paint / stain chips, location, height, material, or any other supporting documents that might help the HOA understand your project. In general, at a minimum, an applicant should provide all documents and exhibits required by Kootenai County, and/or the city of Coeur d'Alene, Idaho, for the proposed improvements.

Estimated starting date of construction (After approval by the HOA): _____

OWNER AGREEMENT:

This Application and Architectural Guidelines Are One Document; Owner acknowledges awareness that authority for this document is Article 9 of Village II Condominiums Owners Declaration of Village II Condominiums and that owner has familiarity with Article 9's architectural restrictions and review requirements. In particular, owner acknowledges that he/she has reviewed the most recent copy of Architectural Guidelines Document. Owner acknowledges that content and intent of this application is for owner to meet all requirements of most recent copy of Architectural Guidelines Document. Most recent copy is available from Association Services, Inc. or by contacting any member of the Architectural Review Committee or Board of Directors.

Village II Condominiums Owners, Inc
Architectural Control Policy and Guidelines
Exterior Modification, Addition or Alteration Request Form

Expiration Dates: Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within six months (180 days) following approval and completed within one year (365 days), or other time frame authorized by the Architectural Review Committee.

Kootenai County/City of Coeur d'Alene Regulatory Compliance: Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of Kootenai County and/or the city of Coeur d'Alene, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions. Where required, appropriate building permits shall be obtained from Kootenai County and/or the city of Coeur d'Alene prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

Early Start Financial, Legal and Restoration Penalties: Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review Committee and/or Board of Directors. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its previous condition at the Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of Owner.

Permission to Enter Property: Owner agrees to give the Architectural Review Committee, Board of Directors and/or Managing Agent express permission to enter the Owner's property at a reasonable time to inspect the proposed project, project in progress and completed project.

Completion According to Plan: Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.

Damage to Common Areas: Owner accepts financial responsibility for damages to common areas. Owners, or contractors accomplishing approved construction, that damage common area sod, turf, trees, shrubs etc., are financially liable for restoration costs of this damage. Board of Directors will photograph the damage, call for a hearing, and bill the owner for damage restoration.

Indemnification: Owner(s) acknowledges and agrees that they will be solely liable for any claims, including without limitation, claims for property damage or personal injury which result from the requested addition or modification. Owner(s) hereby indemnify the Homeowners Association, and the Board, from and against any and all such claims.

Common/Limited Common Areas: Any modification/alteration in Common and Limited Common Area automatically become Limited Common Area and subject to ownership, responsibility and rules and regulations of the Association. Any substantial modification, addition or installation project that involves Common or Limited Common Area is required to be done by an insured and state Licensed or State Registered contractor.

Village II Condominiums Owners, Inc
Architectural Control Policy and Guidelines
Exterior Modification, Addition or Alteration Request Form

I/We are in agreement with all terms and conditions of this *Architectural Change Request*:

Owner's Signature: _____ Date _____

Owner's Signature: _____ Date _____

(If required)

Neighbor Owner's Signature: _____ Date _____

Neighbor Owner's Signature: _____ Date _____

Neighbor Owner's Signature: _____ Date _____

DATE RECEIVED BY THE ASSOCIATION: _____

ACTION BY THE BOARD:

- ☐ Approved as submitted
- ☐ Denied
- ☐ Approved subject to the following conditions:

Signature of Authorized Board Member

Date