

**AVONDALE ESTATES CONDOMINIUM ASSOCIATION
ARCHITECTURAL MODIFICATION REQUEST FORM**

Instructions for Submitting this Form

This form may be submitted by either of the following two methods.

Submitting This Form via Vantaca or Email

After completing this form, scan and save it as a PDF file. Log in to your Vantaca owner portal, scroll down, click the **Submit a New Request** button and then the **ARC Request** button. Enter the requested information, and use the "Select files" feature to select your PDF file and attach it to your ARC request. Upload any additional documents/drawings/plans in the same manner. Be sure to click the Submit button after uploading your documents. (Alternatively, you may send an email request to architecture@avondaleestatescondos.com and attach this form and other files to your email.)

Submitting This Form to the Green Mailbox

After completing this form, place it along with any related documents/drawings/plans in an envelope addressed to Architecture Committee and place it in the green mailbox in front of the pool house. This method may result in a longer response time from the committee.

Name:		Date:	
Property Address:		Cell Phone:	
City/State/Zip:		Home Phone:	
Email Address:		Work Phone:	

Brief description of work to be done: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Please provide the Architectural Standards Committee with the following information in an email and/or as MS Word, MS Excel, or PDF attachments. Documents may be uploaded directly to Vantaca via the ARC Request option or emailed to architecture@avondaleestatescondos.com or placed in the green mailbox.

- a detailed description of the work to be done, including dimensions
- a list of materials
- pictures/brochures if applicable
- a drawing/plan to scale if modifications involve construction (such as porch enclosures)

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Homeowner Acknowledgements and Release

I understand and agree that no work on this request shall commence until written approval of the request has been received by me. I represent and warrant that the requested improvements and/or modifications strictly conform to the AECA governing documents and Architectural Standards & Guidelines and that these changes shall be made in strict conformance to those guidelines. I understand that I am responsible for complying with all city, county and state regulations.

Neither the AECA, the Association Board of Directors, the Architectural Standards Committee nor their respective members, officers, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or nonfeasance, arising out of any action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

All homeowners must sign below.

Homeowner Signature: _____

Date: _____

Homeowner Signature: _____

Date: _____