

SELDOM SEEN ACRES CONDOMINIUM ASSOCIATION

EXTERIOR MODIFICATION REQUEST (Rev.91-12-2023)

This application must be completed and submitted to the Property Manager (email: admin@cpscolumbus.com , or mail to CPS, PO Box 630, Columbus OH, 43085) when a unit owner desires to modify, ***in any manner***, any component of exterior of their unit. Once received, someone from the **Architectural Review Committee (ARC)** will contact the unit owner to establish a meeting to process the request. **Please understand**, that final approval of a request could take several months or more, depending upon the availability of ARC and board members and/or a request's complexity.

Name: _____ Email: _____ Date: _____

Unit Address: _____ Phone: _____

Modification: Landscape Patio Other

Other (provide summary): _____

Description of Modification:

Draw in the box a rough plot of where the modification is to be located with respect to the unit, and attach supporting photos

The unit owner and their designates (contractor) MUST comply with the following process:

1. Obtain approval (if necessary) from the Liberty Township Zoning Office,
2. Request and follow the Board's approved rules for the building /installation of exterior modifications. These Policies and Procedures are available to all unit owners and can be obtained from the Community Association Manager; and
3. Repair of any damage caused to the Common, Limited Common Elements, and/or other condominium units if such damage occurred during the installation and future maintenance of the exterior modification.

Does this modification require Liberty Township Zoning approval? Yes No If yes, was it approved? _____

I testify that the above process will be completed to the Board's satisfaction.

Applicant Signature: _____ Date: _____

Modification to start approximately on: _____ and to be completed by: _____

ARC : Does Does not recommend.

Board of Directors: Approves Does not approve

Signed: _____ Title: _____ Date: _____