**REQUEST FOR ALTERATIONS**

Woodland View Condominium Association

P.O. Box 7324 York, Pennsylvania 17404

[woodlandviewcondos@yahoo.com](mailto:woodlandviewcondos@yahoo.com)

Date: Unit #: Name: Phone #:

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the change you wish to make. Please make reference to size, colors as appropriate, or draw a diagram of your improvement and attach to this request form. Attach any applicable documentation.

Please indicate the date to begin alteration, and expected completion date.

I/we understand that if the WVCA Executive board approves this request for an alteration to the exterior of my/our unit, the approval will be contingent upon my/our taking responsibility for any cost of installation and all future maintenance of the item being altered. I/we understand that if I/we sell the unit, this responsibility shall be conveyed with the transfer of title and that I must inform the buyer directly or through the use of a Certificate of Resale, which shall contain a copy of this request and the WVCA Executive Board’s action. If I/we wish for Woodland View Condo Association to resume responsibility for this altered item, I/we must petition the Board for approval to return the item to its original condition. If the Board agrees by a majority vote, that the item now being altered with this request has been satisfactorily restored to the original condition, the Board will resume responsibility for its maintenance.

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| Unit Owner |  | Date |

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|  |  |  |
| Unit Owner |  | Date |

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|  | Office Use Only Below |  |

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| Executive Board action |  | Approved |  | Rejected |  |
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Date of Action \_\_\_\_\_\_\_\_\_\_\_\_\_ Contingencies (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_