

**Sanctuary Homeowner's Association
APPLICATION FOR EXTERIOR MODIFICATION**

Owner: _____ Unit # _____ Date Submitted: _____

Contact Phone #: _____ Email address: _____

A. Describe the proposed modification in detail. Attach all supporting documentation (i.e. drawings, plans, diagrams, pictures, or sketch of your proposed modification indicating colors, materials, and all dimensions). If your modification includes landscaping, provide specific details of site layout including names and location of shrubs / plants / trees. Please look at owner specific "Sanctuary Unit Responsibility" sheets before requesting any modifications.

B. Is work to be completed by Self, Family Member, or Contractor? (circle one).
Contractor must provide proof of insurance certificate.

C. Timeframe for project: _____
Application review scheduled for next Board Meeting

Conditions Applicable to this Application:

- It may take up to 30 days for a board response on applications. Do not schedule any work before written approval is given.
- Utility marking is owner responsibility. Call 811 two business days before you dig.
- Locating irrigation water lines is owner responsibility. Any relocation of water lines and/or repair is homeowner's expense.
- Owners understand that any approval is contingent upon the modifications being completed in a professional manner and as depicted in this application package. No deviations may be undertaken without approval of the Sanctuary Homeowners Association Board of Directors.
- Any disturbed common area must be restored to the satisfaction of the Sanctuary HOA BOD. If not restored, the HOA will restore disturbed areas and assess charges to owner.
- Owner is solely responsible for cost and expense, for any and all damage, maintenance, repair, upkeep, now and in the future, related to the modification requested herein. This responsibility shall transfer to a new owner of this unit and it is the current owner's responsibility to disclose the conditions of this modification to a Realtor or prospective new owner.

Signature of Applicant

Date

Please mail the completed application and all supporting documents (including a copy of contractor's proof of insurance to:

Sanctuary Homeowners Association
c/o Mulloy Properties
P.O. Box 436989
Louisville, KY 40253

Acknowledgement of Adjoining Property Owners

Signature: _____ Unit #: _____ Date: _____

Signature: _____ Unit #: _____ Date: _____