

FORM #6 Modification(s) to an Owner's Unit or Slip

Approved July 2010

Submit this request to the Oyster Cove Property Manager (501 Oyster Cove Dr., Grasonville, MD 21638). The request will be coordinated with the Homeowner's Association (HOA), Architectural Control Committee (ACC), Landscape Committee and/or the Community Associations as appropriate.

Provide the following information:

1. Unit # or Slip # _____.
2. Provide the name and contact information of the primary Unit Owner making decisions about this request. This is the person who will be contacted if the community has questions about the request:

_____ Print the primary's name:

_____ Telephone number:

_____ Cell phone number:

_____ Mailing address if not the Unit:

_____ Email Address:

3. Provide a brief description of the change you are requesting (i.e., "We need to replace the porch light.")
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4. Attach a document that describes the change that is to be made in detail. You must be very specific about the color, location, style, size, shape, height and materials. Include the dimensions of any framing, the color of any hardware, etc. You may submit a brochure, but make certain you indicate which options you are choosing. Provide anything that will give the committee the information it needs to make a decision about the project.
 5. Attach copies of all concept drawings, contractor drawings and/or papers needed for a description.
 6. Attach copies of the contractor's license and proof of insurance.
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This request is in accordance with the Association/Condominium Documents. If the HOA Board of Directors or ACC approves the request, I agree to relieve the Association of any responsibility or liability for any maintenance and/or repairs due to the change.

Signed: _____ Date: _____
Owner

Signed: _____ Date: _____
Owner

The space below is reserved for the Property Manager or Community administration.

Date the request received by the Property Manager: _____