

APPLICATION FOR ARCHITECTURAL CHANGE
CHARLESGATE VILLAGE ASSOCIATION, INC.



1. Date: _____
2. Unit Owner: _____
3. Address: _____ Phone: (H) _____ (Cell) _____
4. Nature of Proposed Alteration or Addition: _____

5. Proposed Starting Date: _____ Completion Date: _____
6. Work to be performed by: _____

THE CONTRACTOR OR PERSON DOING THE WORK needs to provide the following information:

- A. Name, address and phone number.
- B. Liability insurance face sheet with expiration date
- C. Copies of blueprints or drawings done to scale showing plans, elevations and cross sections, brochures, etc.
- D. Specific materials list including brands and models where appropriate (The Architectural Committee may supply you with items C & D, through the homeowner).

All trim including but not limited to siding, doors and windows shall be "Stewart House Brown" (dark brown).

THE HOMEOWNER understands he/she will be responsible for the quality of construction; repair of any Association property damage during construction/installation; maintenance, upkeep, and replacement (up to the standards set by the Board of Directors) of any architectural change. Upon the sale of your unit, the seller must provide the Board with written approval from the purchaser that they will maintain any landscaping additions, or the seller must return the area to its original condition before closing. Accordingly, the purchaser also inherits the responsibility to maintain any installed satellite dish as well as becomes responsible for any damage due to installation or removal thereof; as well as any damage to any common area during the operational life of the dish.

Signature of Homeowner: _____ **Date:** _____

This application will be forwarded to the Architectural Committee for preliminary review and recommendation, and then submitted to the Board of Directors for final review and decision. Please allow approximately 60 days for processing, so apply as soon as possible.

PLEASE RETAIN A COPY FOR YOUR RECORDS AND SEND ONE COPY OF THIS APPLICATION AND ALL SUPPORTING PAPERWORK TO:

**CHARLESGATE VILLAGE ASSOCIATION, INC.
PO Box 895
Getzville, NY 14068**

This Section to be Completed by the Association Board

Date Application Received: _____

The Above Application is:

- Approved subject to final inspection
 Approved with restrictions (See Attachment)
 Disapproved

Signature: _____ Date: _____

Approval is automatically revoked if work is not completed by: _____

Final inspection conducted on: _____

Approved By: _____

Comments: _____

Windows and doors must be replacement in kind of existing windows and doors. Windows may be of casement style or *slider style. *Sliders, if with the exception of having exterior screens, must have the same appearance (dimensions, framing, etc.) as currently permitted casement style windows. All replacement trim must be dark brown on exterior per architectural guidelines.