



MORGAN STREET BIRCH RUN HOMEOWNER'S ASSOCIATION PHASE II, INC.

REQUEST FOR ARCHITECTURAL AND LANDSCAPING MODIFICATION

**APPLICATIONS MUST BE SUBMITTED TO THE EDGEWATER
MANAGEMENT GROUP AT kelly.kenyon@edgewatermg.com or
PO Box 150, Fort Edward, NY 12828**

Date: _____

Owner's Name: _____

Address: _____

Phone: _____ Email: _____

The governing documents of the Association require that Owners submit all proposed exterior additions, changes, alterations or replacements to homes/units to the Architectural Review Committee for approval. Your application must include detailed plans and/or information describing the proposed change(s). The Committee shall inform the Owner of its decision to approve or disapprove of the request within 30 days of submission. **TYPE OF PROPOSED CHANGES:**

- | | | |
|--|--|--|
| <input type="checkbox"/> Walkway, Steps, Porch | <input type="checkbox"/> Driveway | <input type="checkbox"/> Patio/Deck |
| <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Front Door | <input type="checkbox"/> Windows/Sliders |
| <input type="checkbox"/> Exterior Paint Color | <input type="checkbox"/> Privacy Wall | <input type="checkbox"/> Garage Door |
| <input type="checkbox"/> Gutters | <input type="checkbox"/> Exterior Lighting | |
| <input type="checkbox"/> Planting and removing Trees (height greater than 8 feet) | | |
| <input type="checkbox"/> Planting and removing Shrubs (height greater than 6 feet) | | |
| <input type="checkbox"/> Other: _____ | | |

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Description of Proposed Change(s):

Please provide plans and specifications showing the nature, kind, shape, height, materials and location of proposed modification to assist the Committee & Board in the review process.

NOTE: It is the owner's responsibility and obligation to obtain all required building permits, to contact utility and cable companies and to construct the improvements to all applicable building and zoning codes. Should the Board determine that the proposed project presents a risk of damage to an Owner's property or to common areas, the Board may require appropriate insurance be obtained. When insurance is required, Owner and or Owner's vendor must provide copies proof of insurance to the Edgewater Management Group's office prior to the start of a project.

The undersigned owner, hereby acknowledges and agrees that he/she/they shall be solely responsible for determining whether the improvements, alterations, or additions described above comply with all applicable laws, rules, regulations, municipal codes and ordinances. The Architectural Review Committee, the Association and its Board of Directors shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with state and local laws, rules, regulations, codes or ordinances.

If an owner begins a project and cannot complete it due to construction issues that require additional changes, the owner must submit all changes for approval by the Committee before continuing the project.

I agree not to begin the proposed property improvement(s) until the Architectural Review Committee notifies me in writing of approval. If any change is made to my property that has not been approved, the Committee has the right to ask me to remove the improvement and I agree to do so.

Also, I agree to notify the Committee upon completion of the improvement(s).

SIGNATURE: _____

COMMITTEE ACTION:

☐ APPROVE DATE: _____

☐ DISAPPROVE DATE: _____

BOARD ACTION:

☐ APPROVE DATE: _____

☐ DISAPPROVE DATE: _____

Please be advised that if your request is denied by the Committee, you may appeal the decision to the Board of Directors within 30 days from the date you are notified of the decision.