## Alteration Request Form - Email to: beaslie@windstream.net

1.		
	Name of Requesting Owner	Phone Number & Email
2.		
	Mailing Address of Owner	
3.		
	Address of Unit Alteration	
4.		

Alteration (all exterior structure changes, painting, replacements, landscaping, other) - as much detail as possible in the above space! If in doubt - submit an alteration request!

5. If a more detailed description is needed, send an additional sheet of paper explaining the alteration that is being requested. (See GCLO Rules, 2. Alt Request Procedures, 2.1)

- A. The change must be beneficial in its application.
- B. The change cannot affect the appearance of the condominium such that there is the potential for a reduction in economic value.
- C. There is no negative impact on the rights of another unit owner and on the rights of the community.
- D. There is no future economic implication for GCLO that might include maintenance costs or liabilities.
- E. There are no health or safety issues for residents, guests, or the public.
- F. There is no violation of local, state, or federal law.
- G. The alteration preserves the spirit, intent, and purpose of GCLO.
- H. Fully insured contractor information.
- 6. The following must be attached to the application:
  - A. Plans consisting of specifications that detail the nature, kind, shape, dimensions, materials, and location of the requested alteration.
  - B. Demonstration that such a change will not adversely affect any neighboring unit or the common areas.
  - C. A summary of the benefits of the requested change.
  - D. Contractor's Information

7. If approved, the following must be presented to the Executive Board before construction begins:

A. Copies of local permits as required.

8.

If approved, please show date work is to begin and date work will be completed.

Signature of the Owner(s)

Date

As previously stated, the Executive Board may assign this request to a committee for review. A site visit may be necessary after the committee has reviewed the Unit Alteration Request. The Executive Board will make the final decision based on the recommendation from the committee.