

Worthington Homeowners Association

Alteration Instructions

Attached is a form, approved by the BOARD OF DIRECTORS, for you to use to request permission to make alterations to the exterior of your condominium such as: installing awnings, patio extensions, additional shrubs, satellite dishes, etc. Please keep this form until you wish to make an alteration, then fill it out and return it Rj Community Mgt. The questions are self-explanatory. Alterations must be approved in writing, by the Board of Directors before you begin work.

If you have already made an alteration and not received approval, you are in violation of the Declarations of Covenants, Conditions and Restrictions of the Worthington Homeowners Association. If the Board of Directors does not subsequently approve the alteration, be advised that you will, at your own expense, be required to remove the alteration.

If you have any questions or require another form, please contact Rj Community Mgt. at 412-527-8557.

Worthington Homeowners Association

Request for Approval

No alteration may begin until approval is granted in writing.

1. _____
Name of Owner Requesting Approval Phone Number(s)

2. _____
Address of Unit Where Alteration Will Occur

3. _____
Mailing Address of Unit Owner

4. Type of Alteration:
 Landscape _____
 Building Exterior _____
 Building Interior _____
 Other (Please Specify) _____

5. Location of alteration in or around your home:
_____ Front _____ Side _____ Rear _____ Other
If other, please specify: _____

6. Scope of alteration: Please explain in detail what you are requesting permission to do - include approximate dimensions if appropriate.

7. Materials to be used: Describe the type of materials (or shrubs) to be installed and/or removed and quantities of each material:

8. Effect on the existing area: Explain if any existing elements will be affected by this alteration (Will existing shrubs be moved, or part of existing porches be dismantled, etc.?).

9. Effect of alteration on neighbors to either side of your home:

10. Signature of nearest neighbors to the right and left of your home signifying that, as a courtesy, the adjoining neighbors have been made aware of this alteration request:

11. If applicable, please attach a drawing showing all existing elements, including shrubs and porches in solid lines and proposed alterations in dotted lines. Include the first three feet of your neighbors' homes and yard in the drawing. Show distance from nearest existing elements to proposed additions or alterations.

12. Expected start date: _____ Completion date: _____

13. Additional Notes: _____

