Coronado Townhouse Association

Professionally Managed by:
DANA Properties
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Architectural - Landscape Request Form

Date: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

Project type: _____

*Please submit a detailed, typed description of your project.

Permit Required: Y N

Permit Number(s): _____

*Please submit copy of permit(s)

Contractor / Agency name: _____

Contact Information: _____

*Please provide license/bond/insurance for contractor

Dumpster required: Y N

<u>*Please return these documents completed and signed, along with copies of any necessary permits and a detailed typed description of your project.</u>

Please Note:

-The Board of Directors has up to 30 days to deliver a decision on your project

-Certain requests may require a meeting in person with the Board Members
*No special meetings will be called for any request
*Meetings take place the second Tuesday of every month at 6:00 pm at the CTA Clubhouse

-Any work done to the outside of your property without approval will result in fines.

-You must begin project within 30 days of approval. If it takes longer than that to begin work, you must re-submit request.

-Any changes or additions to the original request must be submitted for approval

-You cannot utilize common areas to set tools and equipment

-You cannot store or leave construction material on the exterior of the property or common areas (carport, front/side etc.)

-Owners must haul away trash every day or request permission to have a dumpster on site.

If approved:
*Dumpster cannot remain in the property for a longer period that the one established.
*Dumpster cannot overflow – must be emptied as needed

-Owner will be responsible for the repair of any damages (if any) caused to CTA Property by owner, tenant, guest, or owner hired contractor.

-CTA will not be responsible to repair or maintain any changes or additions to the original structure.

Any violation to these rules will result in fines.

I have read, and agree to abide by these rules:

_____
Property Owner Name

_____ _____
Property Owner Signature Date