

ENVIRONMENTAL CONTROL CHANGE APPLICATION

Step 1. Review the Environmental Control guidelines defined in the Declaration.

Step 2. Fill out this application:

Name _____ Phone #: _____

Address: _____ City: _____

Unit #: _____ Zip Code: _____

Est. Start Date: _____ Est. Completion Date _____

Contractor's Name: _____

Type of Alteration/Improvement: _____

Include the following attachments with the application:

Attach a copy of your lot drawing with placement of improvement/alteration noted.

Attach a drawing of the alteration/improvement, preferably a professional drawing from your contractor. If that is not available a hand drawing is acceptable.

Attach a written description or picture (if same as your proposed improvement) of the alteration/improvement. Include a list of materials that will be used.

Attach picture of wall hanging, decorations and other non-standard items. Include method of installation.

The homeowner agrees to the following:

- No alterations/improvements may be commenced until written approval is received from the Board of Directors or the Environmental Control Committee. Alterations/improvements must be completed as represented in this Application, or as modified by any changes required as a condition of approval.
- The owner is responsible for obtaining any required permits.
- The owner, not the Association, Board of Directors, or Environmental Control Committee, is responsible for (i) the construction standards and specifications relating to the alterations/improvements and construction work; and (ii) determining whether the alterations/improvements violate any restrictions or requirements imposed by any governmental authority having jurisdiction over the Unit.
- The owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorneys' fees and costs of litigation incurred by the Association, arising out of (i) any part o the alterations/improvements which violates any governmental law, code, ordinance, or regulation; (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the alterations/improvements.

Signature: _____ Date: _____

Step 3. Submit the application to Quadna Mountain Townhouse Association (remember the attachments).

Step 4. Wait for a response from the Board of Directors. The response will be mailed to you.

If you have any questions or concerns about this process please contact the Board of Directors at 300 Quadna Road or through the website at www.qmta.org.