

**Town Homes at Ludlow Bay Association
Exterior Maintenance Application
Required for all Exterior Maintenance**

Owner's Name: _____

Address: _____

Email: _____ Phone: _____

Approval is hereby requested to perform the following exterior maintenance as described below. Please include any pertinent details such as color and materials. Please note ANY EXTERIOR MODIFICATIONS/CHANGES OR ALTERATIONS (vs maintenance as built) MUST BE SUBMITTED TO THE LBVA ARC FOR APPROVAL. Application form is on the town home website.

Please attach a copy of the proposal from the contractor if applicable.

INSTRUCTIONS BY PROJECT TYPE:

Painting: Please submit the painting form on the website rather than this form. Also please note the specific instructions on painting, also on the website.

Shingle Siding Maintenance: Please include product description and color.

Deck Maintenance: Please include product description and color if applicable. It is suggested you review Section VI Decks and Porches in the Rules and Regulations: Exterior Maintenance on the website. If replacing a deck with like material and size use this form. If any changes in material or size please submit to the LBVA ARC on the form on our website.

Roof repair or replacement: Submit contractor proposal using this form. NOTE: The town home standard is PABCO Premier. Replacement roofs must use metal valleys. The specified standard product color is Harvest Brown for buildings 100, 200 and 300 and Prairie Wood for buildings 400, 700 and 800.

Other exterior maintenance: Exterior maintenance to replace building components such as siding, gutters etc with like kind and quality can be submitted on this form. However, any changes that vary from the "as built" appearance must be submitted to the LBVA ARC on the form on our website.

TERMS OF AGREEMENT TO PERFORM EXTERIOR MAINTENANCE

No project may commence prior to owner(s) receiving written approval by the board of the Town Home Board.

All work is to be completed by a contractor who is licensed and insured.

Contractors may only work during the hours of 8:00 am to 6:00 Monday through Saturday.

Trash must be removed off site. Contractors may not use the Town Home dumpsters. Residue such as from painting is not to be poured down the storm drains.

Owner is responsible for payment and repair for any damage done to any neighboring property or landscaping.

Owner is responsible for complying with all easements, State, and building codes and TO OBTAIN ALL APPLICABLE PERMITS.

If work is performed that is different than approved by the Town Home Board the owner may be required to correct any variances.

The Town Home Board shall be "held harmless" for any and all incidents or damages that may arise during or after the project.

Contractor shall ensure the worksite including courtyards, streets and neighboring homes and property are free from dirt, dust and debris at the end of each day.

Any corrective action required to correct any damages or cleanup at the completion of the project will be at the owners expense.

By signing this for, owner agrees to comply with all of the above "Terms of Agreement to Perform Work"

Date of Request: _____ Owner Signature _____

Town Homes at Ludlow Bay Association Action:

Date of Receipt: _____

Approved _____ Disapproved _____

Returned for additional documentation as noted:

Signature: _____ Date: _____