

SUMMER SEAT MODIFICATION REQUEST

Architectural Review Committee

No changes to a home exterior or surrounding grounds may proceed without prior approval from the Architectural Review Committee using this Modification Request form.

- The *Rules and Regulations document* provides requirements considered by the Architecture Review Committee when evaluating modification requests. Please be familiar with the requirements for your alteration prior to submission.
- If you require assistance with filing your modification, please contact Rj Community Management info@rjcmgt.com or the ARC Committee (ARCcom9@gmail.com).

HOMEOWNER INFORMATION:

Name: _____ Date Submitted: _____

Address: _____

Phone: _____ Email: _____

INSTRUCTIONS:

1. The project must fully adhere to the Summer Seat's *Rules and Regulations for Exterior Modifications*. If approved, work must be completed as described in this request. Failure to do so could result in revoking the Modification Request approval and the remediation of any work at the Unit Owner's expense.
2. Submit a separate Modification Request form for each individual project.
3. If a contractor is being used, attach the contractor's Certificate of Insurance with the Name and Address of the Certificate Holder shown as **Summer Seat HOA, 105 Gateway Dr., Pittsburgh, PA 15237**.
4. Attach all documentation (e.g., photos, brochure, sketches; see checkboxes below).
5. Once completed, return the form and all supplements to Kelly Ligon of Rj Community Management via mail, email (info@rjcmgt.com), or Fax (412-227-9003). Alternatively, give a print copy of the modification request materials to Kelly during her scheduled day at the Summer Seat clubhouse or leave it in the blue "Modification Request" folder mounted on the community bulletin board. See the Summer Seat monthly calendar or the Weekly Beat for submission deadlines
6. Homeowner must notify Rj Community Management within 10 days of the completion of the work for final inspection.

Please provide all the information requested below and sign. Failure to do so may result in delayed or denied request.

Project Title: _____

Describe in detail the work to be performed (Add sheets as needed)

MODIFICATION REQUEST

Type of materials being used:

Please check each box below as items are added to your request

DIY Project

Include Contractor's Insurance Certificate Naming Summer Seat HOA as an "Additional Insured Party" (Required unless DIY)

Attach photos of project area

Include original site plan, if available.

Include plans or drawing, including dimensions of area to be changed

For Generators you must include Manufacturer's installation plans or drawings

Unit Owner: I understand that this request is being made to permit a Modification to the original condition of my Unit or the areas immediately adjacent to my Unit. I accept that it is not the Homeowners Association's responsibility for the cost of maintenance, repair, or replacement. As the Unit Owner and an Association Member, I accept the full responsibility for this Modification (once approved) and any costs related to it. This Modification will fully comply with applicable guidelines and I understand that I must comply with all current and future Rules and Regulations of the Association. By signing below, I am affirming that I agree with this statement.

Unit Owner - Please Print

Unit Owner Signature

Unit Owner - Please Print

Unit Owner Signature

[Redacted]

[Redacted]

Adjacent Homeowner Notification - Print

Adjacent Homeowner Notification - Signature

[Redacted]

[Redacted]

Adjacent Homeowner Notification - Print

Adjacent Homeowner Notification - Signature

[Redacted]

[Redacted]

Date

Date

DO NOT WRITE BELOW THIS LINE

Approved

Rejected

Signed

Date

ARC Action:
Conditions:

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Completion Date: [Redacted]

Final Inspection Date: [Redacted]

Inspector: [Redacted]

Approved: Rejected:

If Rejected, Follow up required: [Redacted]