

**LAKE HUNTINGTON SUMMER COMMUNITY  
ALTERATION APPROVAL REQUEST FORM (ARF)**

<b>Shareholder Names</b>	<b>Unit #</b>	<b>Date of Submission</b>
--------------------------	---------------	---------------------------

Description of the Proposed Alteration or Repair:			
Plans for the proposed alteration are included with this application:	n/a	Yes	No
For Exterior Alterations the following unit numbers are all those who are neighbors or who have a line of sight to the proposed alteration:			
For Exterior Alterations evidence is provided with this application that all units listed above as well as the LHSC Alteration Review Committee ( <a href="mailto:lhsc-arc@gmail.com">lhsc-arc@gmail.com</a> ) have been advised of this alteration request and been provided the same <u>plans now being submitted</u> to the Board.	n/a	Yes	
The Shareholder acknowledges that building extensions are subject to fees which will be determined by the Board in accordance with the Building Code:	n/a	Yes	
The Shareholder agrees that any contractor they hire must have at least \$500,000 of liability insurance and that a certificate documenting this and naming the Lake Huntington Summer Community as Owner and Additional Insured will be provided to the LHSC Board in advance of the start of any work.		Yes	
Will a Town of Cochection Building Permit will be required for the proposed work?	Not Sure	Yes	No
The Shareholder agrees to notify the Board of the expected start date when that date is known, and to provide the Board a copy of the Building Permit in addition to evidence of insurance at least 1 week in advance of the start date.		Yes	

**BOARD APPROVAL WORK FLOW (THIS SECTION TO BE COMPLETE BY THE BOARD)**

Date this application was received by the Board:			
For exterior alterations Shareholder notice to neighbors and the DRC has been confirmed by the Board:		Yes	n/a
For exterior alterations the Board has provided all Shareholders a brief description of the proposed alteration. The Board shall subsequently provide plans for the proposed alteration to any Shareholder who requests them.		Yes	n/a
The Board has reviewed any comments received from neighbors and conferred with the Alteration Review Committee:		Yes	n/a
Fees have been determined, if applicable, and the Shareholder has been notified of the fees:		Yes	n/a
Board Determination:	Approved	Not Approved	Date Shareholder notified:
Explanation if not approved:			

The shareholder understands and acknowledges by signing below, that as part of its review the Board may request additional documents (detailed plans and specifications, etc.) and will review any comments received from neighbors and/or the Alteration Review Committee (ARC). The Board may also authorize the ARC to contact the Shareholder directly to discuss their plans. The Shareholder also represents that all information on this form is true and accurate, and that he (or she) has read and understands the LHSC Building Code and will comply with it, including the dates during which construction is not permitted.

Shareholder Signature \_\_\_\_\_

Dated \_\_\_\_\_