



T • H • E

# VILLAGES

*at Berkley*



## VABCA IMPROVEMENT REQUEST FORM

I, \_\_\_\_\_ the undersigned herewith submit this request for approval of your Board to undertake the following improvement at \_\_\_\_\_  
(address)

Description (Please print) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

### INFORMATION REQUIRED

Yes No

1. **All Dimensions** to be clearly indicated and to scale
2. Any other information which might be deemed necessary for clarity (**materials, color, type of construction** to be employed, etc) must be included.

The above request is: **DISAPPROVED** \_\_\_\_\_  
**APPROVED** \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Signature \_\_\_\_\_

Continued:

**SPECIAL CONDITIONS OF APPROVAL**  
**Homeowner must sign below**

- A. All Township, County or State approvals and/or permits required for requested improvement/s must be acquired prior to any work being done.
- B. Any deviation to existing drainage or damage to common property due to change will be repaired at the expense of the homeowner.
- C. Must advise Office when completed for final inspection.
- D. The Association will not be responsible for the safety of what is being approved and installed or the quality of the workmanship.
- E. The VABCA will not review or approve any applications submitted by a resident who is not in good standing with their monthly resident assessment.
- F. Any and all work, interior or exterior, to be done on weekends or holidays must begin **AFTER 9AM**.

All of the above "Special Conditions for Approval" shall be complied with as they pertain to the exterior improvement that has been approved.

**BEFORE STARTING ANY WORK YOU MUST CALL THE TELEPHONE NUMBER BELOW FOR MARK-OUTS! (such as gas, electric, water, etc.)**

**1-800-272-1000**

Date: \_\_\_\_\_

Signature \_\_\_\_\_