ISABELLA VILLAGE COMMUNITY ASSOCIATION, INC.
COMMON AREA MODIFICATION REQUEST FORM

Please complete this modification request form and all required attachments prior to submitting it to the Board of Directors for approval. Include as much information related to the intended improvement as possible providing details, including justification for the modification, materials, height, color, areas affected, etc. and return to the HOA Management.

Requestor Name:_____Street Address:_____

Contact Info:_____

Home Phone Cell Phone Email

DETAILED DESCRIPTION OF MODIFICATION:

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Description should include the following details (*Omission of this information may delay Board of Directors consideration*):

PROPOSAL

- Project Justification
- How the work will be accomplished
- Project timeline
- Proposed Budget
- Itemized Materials Needed
- Itemized Expenses
- Drawings, Images, or schematics

COORDINATION

- Project Bids (3 bids recommended) if contract vendor required
- Provide FSR vendor requirements
- Provide FSR with volunteer labor waivers
- Check availability with Communications committee
- Project Manager (point of contact throughout)

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