

File Number: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Response Due Date: \_\_\_\_\_

## REQUEST FOR ARCHITECTURAL MODIFICATION

One of the primary purposes of the Tiffany Shores Home Owners Association is to maintain the attractiveness of our neighborhood and the value of your investment. All homeowners in Tiffany Shores are bound by restrictive covenants which govern modifications that change **any exterior appearance**. Examples are: Additions, fences, pools, sunrooms, decks, satellite dishes, etc.

You should have received a copy of the Declaration of Covenants when you purchased your property. The covenants provide that all modifications be approved in advance by the Architectural Committee. This important process is simple and must not be overlooked before starting a project. Keep a copy of this form for yourself.

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ LOT # \_\_\_\_\_

1. Attach information showing the specifications of the modification relative to the existing site, such as blueprints, brochures, color samples, contractor's proposal, drawings, photos, etc.
2. Describe the modification. Please include timing, purpose, special considerations, etc. Continue on separate page if necessary.

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The Homeowner understands and agrees:

- To change, remove or repair the modification at their expense if it is not constructed or installed as represented and approved in the specifications.
- That this application, including all attachments, becomes the property of the Association.
- Construction will be in compliance with all appropriate building codes and zoning requirements of the governing township.
- To release and hold harmless, the Association from any claims regarding these modifications.
- That this approval is for this property only and cannot be assigned to any other Tiffany Shores property.
- That all adjacent neighbors affected by this modification have been notified by the undersigned homeowner prior to submitting this request for architectural modification for review. Initial here \_\_\_\_\_ indicating your compliance with neighbor notification. Record neighbors' positive and negative responses on a separate page.

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_

Give the completed form to an Architectural Committee member, email to [lynnesluit@bvwpm.com](mailto:lynnesluit@bvwpm.com) or mail to:

ARCHITECTURAL COMMITTEE  
TIFFANY SHORES HOME OWNERS ASSOCIATION  
PO BOX 2397  
HOLLAND MI 49423

Your request was received by the Architectural Committee on \_\_\_\_\_ and is currently being reviewed. You will receive the Committee's response within 30 days from this date. **Do not begin until you receive a response.**