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# VILLAGES

*at Berkley*  
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## 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.

.....  
**THIS SPACE FOR MANAGEMENT AND ASSOCIATION USE ONLY**

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 exterior work to be done on weekends or holidays **must begin AFTER 10 AM.**

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 \_\_\_\_\_

Please note: All approved applications must have work completed in full no more than twenty-four (24) months from date of approval.