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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

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 improvements 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.**
- G. Improvement must be completed within 24 months from date of approval.

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: _____