

Bethany Springs Condominium Homeowners Association Board Approval Request Form

Use this form to obtain Board approval for the following structural additions/changes:

Check One

Name: _____

Please Print

Address: _____

Date Submitted: _____ Work to Begin: _____

Instructions

1. To obtain approval by the Board, submit this completed form, along with the information below. Proposals will not be considered until all information is provided. Plan ahead; the Board does not meet every month. No work may be done until you have received a signed and dated copy of this Approval Form by the current acting President.
2. Include the following:
 - ☐ Name of Contractor (Individual and Business name)
 - ☐ License Number (Home Improvement or Contractor's License)
 - ☐ Business Address, Phone Number, Website
 - ☐ Proof of Worker's Compensation, Property Damage and Personal Liability Insurance, naming BSCHOA as insured
 - ☐ Sketch/graphic/architectural plans of proposed work
 - ☐ Once available, copy of Knox County Building Permit
3. Call Tennessee One: Call 811 at least 3 days prior to work beginning to have your underground utility lines marked for FREE. <https://tn811.iimdoftree.com/>
4. Common and limited common areas are to be restored to their original condition upon completion of the project.
5. Homeowners are responsible for any damage caused to the existing structure and/or any other common and/or limited common elements as a result of construction per the Master Deed, Section 11.

Specifications

Structure:

- Roofing shingles must be TAMKO AR-30 Shingles, Install Laminated – Limited Lifetime, Color: Shadow Grey. (<https://www.tamko.com/all-shingle-colors/heritage-series-shadow-grey>)
- Siding/Soffit and Gutter materials must match the existing building materials.
- The roof must be properly flashed.
- All wood must be treated and must be covered with white vinyl.

Screens:

- Screen material must match that of other screened porches in Bethany Springs Condos of the “screen tight” type of installation
- Screen door may be full view or vinyl door approved by the Association

Sunroom:

- Windows must be white vinyl casements, horizontal sliders or picture units
- Exterior door must be full view – either 1LT or 15LT; color: white
- It is recommended to add a storm door to protect the exterior door; color: white
- Door hardware (lock) must be ball shape in polished brass on the exterior

Your signature below indicates you understand and agree you are responsible for **insurance** and **maintenance** for any additions, improvements, and custom upgrades while you own the unit per the Master Deed, Section 10.

Homeowner Signature(s): _____

For Board Use:

Date Received: _____

Date Approved: _____

Proof of Insurance: ☐ Yes ☐ N/A

Method of Approval: ☐ Board Meeting ☐ Text/Email

Signature President, BSCHOA: