

**Bethany Springs Condominium
Homeowners Association
Board Approval Request Form**

Use this form to obtain Board Approval for the following changes:

☐ **Patio Extension** ☐ **Tiled Front Porch/Walkway** ☐ **Tiled Patio**

Check One

Name: _____

Please Print

Address: _____

Date Submitted: _____ Work to Begin: _____

Instructions

1. To obtain approval by the Board, submit a drawing or sketch of your proposal. Plan ahead; the Board does not meet every month. No work may be done until you have received a signed and dated copy of the proposal by the current acting President.
2. Hire a licensed contractor who must provide proof of insurance with BSCHOA named as insured. *Provide a copy of this to the Board **before** work begins.*

Name of Contractor: _____

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.jimdofree.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 your construction per the Master Deed, Section 11.
6. NOTE: 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.
7. Please call a Board member if you have any questions about this form or the process.

Specifications

Patio Extension:

- Concrete must be poured and finished in a smooth finish to match the existing and/or original patio
- Excavation must be done with the least amount of intrusion on common areas as possible and all common areas must be restored (i.e. dirt removal, sowing grass, etc.)

Tiled Front Porch and Walkway:

- Must use 6"x6" square Terra Cotta colored porcelain tiles to cover porch/sidewalk
- May be laid to the corner of the garage, but no farther

Tiled Patio:

- Must use porcelain tiles to cover your side/back patio

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: _____