

Country Village Estates

250 Theodore Drive

Coram, New York 11727

Phone: 631-363-5500 • Fax: 631-736-4898

Architectural Review Request for Approval

Return your completed form directly to the above address. Do not give to an individual Director. **Do not send to Touchstone.**

Date: _____

I, (print name) _____ the owner(s) of _____ Theodore Drive, Coram, NY, daytime telephone number _____, request as of this date, the approval of the Board of Directors for the following proposed change or addition to the: Building exterior _____ Lot _____ Common area _____ as described in detail below (please type or print clearly):

Attach a drawing of proposed change and/or addition.

Contractor: _____ Telephone: _____

Address: _____

In connection with the above change/addition plus additional conditions, if any, noted below, and in consideration for the approval/permission, if and when granted, by the Board of Directors of Country Village Estates Homeowners Association, Inc. (hereinafter the "Association"), I assume responsibility for any loss or damage sustained as a result of the work and shall hold the Association and/or the Managing Agent harmless from all claims, demands, liabilities, actions, suits, or proceedings asserted or claimed against the Association and/or the Managing Agent by reason of any loss or damage to any third person/party in connection with or on account of the work set forth herein, including court costs and attorneys' fees.

I certify to the Association Board of Directors that my CONTRACTOR, if any, is licensed by the Suffolk County Department of Consumer Affairs, and is sufficiently insured to protect my interest and the interest of the Association and the Managing Agent, relative to this proposed change/addition. **A copy of my contractor's license and proof of insurance, naming the Association as an additional insured, accompanies this Request.**

Further, any change/addition shall be maintained by me at my (our) sole expense. If any additional change/addition is required by the Association and its Board of Directors, such change shall be at my expense. In the event that change/addition must revert to original condition, such change shall be at my expense. In the event any change/addition creates a problem or nuisance to others and complaints are made to the Association Board of Directors, or the Managing Agent, immediate corrective steps will be taken by me to remedy the complaints, or I agree to remove the change/addition at my expense and restore the condition of the building, lot, and/or common element to that which existed prior to the construction of the change/addition request in this form.

Signature: _____

Date: ____/____/____

Considered by the board of Directors at a meeting held on Date ____/____/____

Permission of the Board of Directors is hereby: Granted _____ Denied _____

Subject to applicant's compliance with the following additional conditions:

Board of Directors

(Title: _____)