

THE PRESERVE CONDOMINIUM  
BUILDING ALTERATION REQUEST

Date: \_\_\_\_\_

To Board of Directors:

I/we hereby request permission to make the following alterations in or on the common areas of the condominium in accordance with the Association's Declarations, By-Laws and Rules Handbook:

Description: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

NEIGHBOR ACKNOWLEDGEMENT

My neighbor, whose request is listed above, has made me aware of this alteration request, and I will contact the management company with seven (7) days of today's date if I have any questions or concerns.

NEIGHBOR #1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

NEIGHBOR #2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete the form and forward it to:  
The Preserve Condominium C/O  
Lawrence Community Management Group, Inc.  
P.O. Box 360  
Avon, OH 44011