



# Lotus Creek Condominium Association, Inc.



## Enhancement, Improvement, Modification, Alteration, Change Form (Allow 30 days for review prior to starting project)

Owner's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Address of proposed change: \_\_\_\_\_

Estimated Start: \_\_\_/\_\_\_/\_\_\_ Estimated Completion: \_\_\_/\_\_\_/\_\_\_

**FOR BOARD USE**

*First Application Status*

Lot Number [ \_\_\_\_\_ ]  
 Application Received: \_\_\_/\_\_\_/\_\_\_  
 Approved: [ ] as submitted [ ] as amended  
 [ ] Denied because: \_\_\_\_\_

*Resubmitted Application Status*

Application Received: \_\_\_/\_\_\_/\_\_\_  
 Approved: [ ] as submitted [ ] as amended  
 [ ] Denied because: \_\_\_\_\_

**Instructions to Applicant:**

1. Consult the Bylaws and Lotus Creek Rules and Regulations for specific requirements for each proposed change.
2. Submit completed application, drawings, and other required documents in duplicate to:  
 Lotus Creek Condominium Association  
 via mail or fax as provided at the bottom of this form or email to [mmclure@theselectgroup.us](mailto:mmclure@theselectgroup.us)

3. All alterations except paint changes and storm doors/windows require a house survey indicating the location of the proposed change.

Describe Proposed Changes (attach additional sheets if needed): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Show your project to the most affected owners - two signatures are needed. Signing shows that these owners know about the proposed change, it doesn't mean that they approve of it. If they have any concerns, they need to call the Managing Agent.

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

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

5. If your property has Wetlands approval by the State Wetlands and Army Corp of Engineers must be submitted with application. Wetlands on property needs to be marked by the Army Corps of Engineers.

1. I agree that compliance with Lotus Creek Association Rules and Regulations and approval by the BOD do not constitute compliance with city building and zoning codes or approval from the State Wetlands or Army Corps of Engineers, and BOD approval shall not be construed as a waiver or modification of any code or deed restrictions.
2. I agree that no changes will be started until written approval of the BOD has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense and pay all legal fees incurred if this application is disapproved.
3. I agree that members of the BOD shall be permitted to enter upon my property after prior notification to me and at a reasonable time, for the purpose of inspecting the proposed change, the project in progress, and the completed project. Such entry shall not constitute trespass.
4. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within (3) months of the approval date and completed within (6) months thereafter.

Homeowners Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_