

# MYRTLE TRACE SOUTH (MTS) HOMEOWNERS ASSOCIATION

## MODIFICATION REQUEST APPLICATION FORM

HOMEOWNERS MUST RECEIVE WRITTEN APPROVAL BEFORE WORK CAN COMMENCE. THE MODIFICATION COMMITTEE AND/OR BOARD OF DIRECTORS (BOD) WILL REVIEW YOUR REQUEST AND RETURN AN ANSWER WITHIN 45 DAYS OF RECEIVING THIS WRITTEN REQUEST.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LOT#: \_\_\_\_\_ PHONE: \_\_\_\_\_

PRIMARY E-MAIL ADDRESS: \_\_\_\_\_

SECONDARY E-MAIL ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

DESCRIBE THE MODIFICATION PROJECT (use additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESIRED START DATE: \_\_\_\_\_ EST. COMPLETION DATE: \_\_\_\_\_

LOCATION OF PROJECT: \_\_\_\_\_

(PROVIDE: MARKUP, SURVEY, HOUSE PLANS, PHOTOGRAPH, LANDSCAPING LAYOUT OR OTHER APPROPRIATE DOCUMENTS)

MATERIALS: \_\_\_\_\_

\_\_\_\_\_

(DESCRIPTION OF THE MATERIALS, BROCHURES, WEBSITE INFORMATION AND/OR SAMPLES SHOULD BE PROVIDED)

COLORS: \_\_\_\_\_

(A LISTING OF THE COLOR(S), SWATCHES, BROCHURES OR SAMPLES MUST BE NOTED. ONLY COLORS APPROVED BY THE MTS MODIFICATION COMMITTEE AND BOARD OF DIRECTORS MAY BE USED)

PLANS: ATTACH LAYOUT, DIAGRAMS, SURVEY AND/OR PLANS FOR THE PROJECT IF CONSTRUCTION RELATED

ATTACHMENTS: PLEASE CHECK APPROPRIATE BOX FOR ANY ATTACHMENTS: YES ☐ NO ☐

By signing this application, you are accepting full responsibility for the modification project and acknowledge that: a) the HOA may not be held responsible for any injuries or damage resulting from the modification being done; b) All applicable permits that may be required by law are obtained prior to start of the modification; c) any commercial contractor(s) used is/are licensed and insured; **d) For any roof work projects, the homeowner must include copies of the contractors' business license, and liability and/or workers compensation insurance with this Modification Request Application;** e) The Modification Committee, at its discretion, may ask to view permits, proof of insurance and licensing for construction, retaining wall, drainage alteration, or other substantial modifications by contractors; f) The Modification Committee has the right to conduct on-site inspections of the modification project.

Signature of Homeowner

Date

Signature of Homeowner

Date

Rev. 8/2025