



ARCHITECTURAL CHANGE PLAN

PROJECT EXAMPLES: Windows, Front Doors, Retractable Awning, Composite Decking, Mid-Rise Garage Storage Shed, Garage Door, Boat Lift, Dock Box

(USE NEW CONSTRUCTION WINDOWS ONLY with NAILING FLANGE. NEW FLASHING REQUIRED.)

Send to :

Harbour Island • P.O. Box 604 • Ocean City, MD 21843 **OR** HarbourIslandOC@gmail.com

Date: _____ Owner Name: _____

Unit Number: _____ Phone Number: _____

E-mail Address: _____

In accordance with the Declaration and Bylaws of the Harbour Island Condo Association, I request the Board to review the following improvement/change related to the limited common elements of my unit or to my boat slip.

Attached is a detailed sketch/photo of the plan including dimensions. The Board of Directors will provide a written response based on the Declaration and the Bylaws. Owner agrees to the following:

1. All work will begin after Board approval.
2. All work and future upkeep will be performed at owner expense.
3. All work will be performed to minimize inconvenience to other unit owners.
4. Owner assumes liability/responsibility for damage/injury/behavior resulting from this project.
5. Owner is responsible for all federal, state, local laws, codes, or regulations/requirements.
6. Necessary permits will be displayed on site. A permit copy will be sent/delivered to Property Manager Jimmer Gardiner. (Jimmer@HarbourIslandOC.com)

CONTRACTOR INFORMATION: (Attach contractor or business Certificate of Insurance.)

Contractor Name or Business Name _____

MHIC License # _____

Projected dates to begin and end project: _____

Board of Directors Response:

Approved _____ Approved with Modification _____ Not Approved _____

Authorized Signature _____ Date _____
