



## ARCHITECTURAL CHANGE PLAN

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

Send to :

Harbour Island • P.O. Box 604 • Ocean City, MD 21843 **OR** [HarbourIslandOC@gmail.com](mailto: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.

**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 \_\_\_\_\_