YRVLCC 968
ALTERATION REQUEST PROCESS

An Alteration Request Form is required to be filled out and submitted to Property Management for approval when making <u>any</u> change/s to the exterior of your home. Alterations cannot proceed until written approval is received.

To help initiate and enhance the approval process it is imperative that you read and understand the rules and regulations of the corporation before submitting your alteration request for approval (attached). If an Alteration Request is approved you as the home owner are responsible for completing the work and notifying management.

Alteration requests expire 6 months after the date of approval, subsequently the work is to be completed in a timely manner.

Property Management nor The Board of Directors for the corporation recommend or referrer any specific contractors and strongly recommend that you seek competitive quotes from reputable sources.

The homeowner is responsible for not only complying with the conditions outlined in the alteration request approval. In addition homeowners must comply with all relevant provincial and municipal building codes including Electrical and Fire Codes of which your contractor should be aware.

To ensure compliance all alterations are subject to inspection by FirstService Residential during and/or after the work has been completed.

Alteration Request Forms are available for pick up at The Ballantrae Recreation Centre Office or online at our community website: https://www.hotg.ca/wp-content/uploads/2020/08/YRVLCC-968-Alteration-Request-Form-New-August-2020.pdf

If you wish to complete the Alteration Request Form online you will require the latest version of Adobe Acrobat which can be installed for free at: http://get.adobe.com/reader/

Completed Alteration Requests can be dropped off at The FirstService Mailbox (located in the Recreation Centre's vestibule) or can be e-mailed online directly to the Property Manager email address or general email address: ballantrae.community@fsresidential.com