

IMPORTANT INFORMATION FOR MODIFICATION APPLICATIONS

The accompanying application must be completed, and must be signed by all owners of the property.

Before submitting your request, please review:

- Your association's Declaration of Covenants, Conditions and Restrictions, and Architectural Standards
- Master Declaration of Covenants, Conditions and Restrictions for Cross Creek II

You must return the application and supporting documentation, if any, to:

CROSS CREEK II MASTER ASSOCIATION, INC.
C/O Pilawski Property Management
Attn: Modifications Committee
P.O. BOX 342069, TAMPA, FL 33694-2069
813-968-4709 * 813-968-4728 FAX

It is recommended that you mail your application using the U.S. Postal Service, Return Receipt Request, or other method that gives you dated evidence that the Cross Creek II Master Association received your application.

The Modifications Committee will act upon your application at their next meeting. When your application has been either approved or disapproved, a properly executed copy will be returned to you.

Under no circumstances is any alteration to begin without the proper approval of the Modifications Committee.

Contacts

If you have any questions, you have several contacts:

- Your sub-associations' property manager
- Your sub-association's Board of Directors during a scheduled board meeting
- The Cross Creek II Master Association's property manager
- The Cross Creek II Board of Directors during a scheduled board meeting

When should an Modification Application be submitted?

The following examples do not include all of the situations that may require a Modification Application. Always review the Master Declaration of Covenants, Conditions and Restrictions for Cross Creek II for other situations.

Normally, the Home Owner submits an Architectural Change Request to his/her sub-association, Architectural Committee or sub-association's property manager.

A Modification Application must be submitted if:

- The Home Owner's property is not directly covered by or under a sub-association's Declaration of Covenants, Conditions and Restrictions, or Architectural Standards
- Changes are planned to a sub-association's entrance
- Changes to the sub-association's Declaration of Covenants, Conditions and Restrictions or Architectural Standards that will impact the entire community (in no case can such changes negate any part of the Master Declaration of Covenants, Conditions, and Restrictions for Cross Creek II)

Modification Applications must be completed in full and shall include the required documentation to be considered by the Committee. Partially completed forms or the lack of proper documentation may result in unnecessary delays.

Cross Creek II Master Association Modification Application

The undersigned Property Owner (or Sub association Board of Directors) seeks approval of the Cross Creek II Master Association Modifications Committee as follows.

Modification Request From

- Sub-association Board of Directors
 Property Owner (Individual home owner)

Modification Type and Description

- Painting
 Additions and/or alterations of existing structures and/or property

Description of Additions/Alterations: _____

(If necessary, add attachments or continue on additional sheet.)

Supporting Documentation (include the following)

- Paint color chips
 Lot Survey Showing Dimensions, Setbacks, Landscaping, Etc.
 New Structure
Enclose Plans: Including Lot Survey, Landscaping Plan, and Exterior Materials and Colors

Location of Requested Improvement

Subdivision

- Creekwood Kingshyre Meadowcreek Pinehurst
 Covington Magnolia Trace Misty Creek Other

Address

_____ _____ _____ _____
Street City State Zip

Acknowledgement

The undersigned Property Owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations or additions described herein comply with all applicable laws, rules and regulations, code, and ordinances: including, without limitation, zoning ordinances, subdivision regulations, and building codes. The Cross Creek II Master Association Modifications Committee and the Cross Creek II Master Association Board of Directors shall have no liability or obligation to determine whether such improvements, alterations and additions comply with any such laws, rules, regulations, codes or ordinances.

Property Owner's Signature

Property Owner's Printed Name

(If sub association request, signature and name of BOD's President)

Date of Request: _____

Contact Information

Please provide your contact information below.

Name	
Street Address	
City	
State	
Zip	
Daytime Phone	
Email Address	

ACTION OF THE MODIFICATIONS COMMITTEE

APPROVED **SUBJECT TO INSPECTION UPON COMPLETION****

DISAPPROVED FOR THE FOLLOWING REASON:

DATE

Cross Creek II Master Association Property Manager

****Approved forms are VALID FOR 90 DAYS FROM DATE OF APPROVAL. This form must be resubmitted for re-approval if work has not been completed within 90 days of Approval.**

Request Tracking

Date Received by Property Manager	
Date Notified Modifications Committee	
Date Returned by Committee	
Date Mailed to Property Owner	