



# HOME/LANDSCAPING IMPROVEMENT APPLICATION

*Submit your completed, original improvement application in hard copy to the Morada Property Manager. Digital copies are acceptable but must be followed with the original hard copy within three (3) days for successful submission. You should note that the approval process for Morada may take up to 30 days. You will receive correspondence from the Morada Property Manager notifying you of the status of your Home Improvement Application. Proceeding with improvements prior to application approval may result in mandatory removal of improvement and/or penalty assessments.*

## SECTION I: Homeowner Information

Homeowner: _____	Date: _____
Address: _____	Unit #: _____
Day-time Phone: _____	Evening Phone: _____
Cell Phone: _____	Modification Date: _____

By signing this form, the Homeowner understands that they are liable for the cost of all repairs to the common and/or exclusive use area, as well as any damages to persons or personal property, resulting from alterations and/or additions (whether approved or not approved). The Homeowner is further responsible for any damage caused by any person or company performing the work described in this application.

Owner signature: \_\_\_\_\_

---

---

## SECTION II: Improvement Description

[Note: Include details, as applicable, on manufacturer, product, style, square footage/size, colors, fastening mechanisms, installation vendor, etc. Additional pages may be attached if necessary. Blueprints, plans, or architectural renderings, as required, shall be attached..]

---

---

---

---

---

---

---

---

---

---

Proposed start date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Please be advised that the Board of Directors reserves the right to require expert opinions for some architectural changes, including but not limited to Engineering Reports. Should the Board require the use of these experts, the additional cost shall be at the owner's expense.

**SECTION III: Neighbor Notification**

*[Neighbors shall be notified of any improvements that may potentially have an impact on their home, view, and/or quality of life]*

Neighbor Name	Unit #	Phone	Date
<b>Signature:</b>			

Neighbor Name	Unit #	Phone	Date
<b>Signature:</b>			

Neighbor Name	Unit #	Phone	Date
<b>Signature:</b>			

Neighbor Name	Unit #	Phone	Date
<b>Signature:</b>			

**MMC USE ONLY**

- Approved by MMC on \_\_\_\_\_
- Approved by MMC on \_\_\_\_\_, subject to conditions listed below.
- Denied by MMC on \_\_\_\_\_, due to reasons listed below.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MMC USE ONLY – FINAL INSPECTION**

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

- Work is in compliance with approved plans
- Work is not in compliance

If not in compliance, state reason(s):

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

---

---

Re-inspected by: \_\_\_\_\_ Date: \_\_\_\_\_