

**◆WOODBROOK TOWNHOUSE OWNERS' ASSOCIATION◆**

**REQUEST FOR APPROVAL**

**Changes or Alterations to WTOA Common Area and/or Property**

**Date of Request** \_\_\_\_\_

1. Owner(s) names(s) \_\_\_\_\_

2. Description of proposed change:

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

3. Explain reason(s) for change:

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

4. Have you received approval of the other owners in your building phase? \_\_\_\_\_

5. Will the change affect the use or purpose of Common Area as defined in the WTOA Owners' Handbook \_\_\_\_\_

6. Will the change affect the amount of property insurance carried by WTOA? \_\_\_\_\_

7. Will change require permits from the City of Bozeman? \_\_\_\_\_

8. Estimated cost: \$ \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

9. Who is expected to pay for this change? \_\_\_\_\_

10. Firm or individual contracted to make this change \_\_\_\_\_

11. Please attach a diagram of change, including the dimensions and any important details to this form.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If a cost is incurred to change any structural component of the existing building, or any other existing component i.e. fences, sprinkler system, such costs will be paid by the owner.

Return this form via email to: [woodbrookowners@gmail.com](mailto:woodbrookowners@gmail.com)