

Putnam Village Residents-

Subject: Procedure for requesting changes to be made to the outside of your townhome

As a valued member of our condominium community, we would like to take a moment to emphasize the importance of maintaining uniformity throughout our neighborhood.

Our community's aesthetic appeal and overall harmony greatly contribute to the quality of life for all residents. To ensure that the architectural integrity of our condominium is preserved, we kindly request all residents to adhere to the established guidelines for exterior modifications.

If any resident wishes to make an exterior modification to their unit, it is mandatory to submit an Alteration Application form for review and approval by the Board. This process helps guarantee that any alterations are in line with the community's governing documents and does not compromise the uniformity we strive to maintain. If approval is not granted by the Board, any modification that has been made to a unit without the proper approval will be required to be removed by the resident at their cost. Non-approved modifications that are not removed may subject the resident to daily fines until the modification is removed.

Submitting an Alteration Application is a straightforward process designed to facilitate open communication and collaboration. The form can be obtained from the CAMCO online portal as well as from this website on the "Alterations" page and the link under "Common Elements or Exterior Alteration Application." Once completed, please send the form to the property manager which will then be submitted to the Board for consideration.

By adhering to these procedures, we can collectively contribute to the long-term aesthetic appeal of our community and maintain property values for all residents. Your cooperation in this matter is highly appreciated, as it helps preserve the unique character that makes our condominium a wonderful place to call home.

If you have any questions or require assistance with the Alteration Application process, please do not hesitate to contact our property manager.

Thank you for your attention to this matter.

Walter Antkiewicz