

Kimry Moor Homeowners Association

Request for Architectural Change

April 5, 2024

Architectural Committee

Kimry Moor

Dear homeowners,

Before you sign any contract with vendors to alter or add to the exterior structure of your home, please fill out this Request for Architectural Change. This includes but not limited to change windows, doors, sunrooms, and decks to the unit.

Please provide:

- Date:
- Name:
- Address:
- Contact phone number:
- Email:

Please also provide the following supporting documents for the Architectural Control Committee to review and subsequently for the Board to approve.

- Subcontractor's name and their Certificate of Insurance showing workman's compensations, liability, and property damage coverage.
- An application for a permit, if building a deck or any other structure that requires a building permit from the Town of Manlius
- Nature of work and it's location
 - Exterior paint color
 - Sketch or drawing of the project shape and size with dimensions
 - Estimated project start date and its duration

Please submit the above documents either via AppFolioPortal or mail a hard copy to TJMG. TJMG will then input all your documents into the AppFolioPortal.