

OFFICE USE ONLY:
CHECK IF SPECIAL FORM
REQUIRED: _____

OFFICE USE ONLY:
ACCOUNT NUMBER: _____
SUBMITTAL TAKEN BY: _____

Woodlake Condominium Association Design Review Submittal Form

In accordance with the Woodlake Condominium Association's regulatory documents, "No additions, modifications (including wiring modifications), or structural alterations shall be made to common or limited common areas, or exteriors of buildings (including doors and windows) without prior written approval of the Board of Directors or management company. Any approved modifications shall be made by contractors who are licensed, bonded, and insured for the work to be done."

ADDRESS: _____
(Street Address including unit number)

NAME: _____

PHONE: _____ **EMAIL:** _____

PROJECT TYPE AND DESCRIPTION: [Be specific; lack of information may delay your request. Provide photos or design sketches, as appropriate, along with information such as sizes, heights, material types, and location. Use additional pages as necessary. Please note when requesting replacement of window frames that only paintable window frames (e.g., wood or paintable fiberglass) will be considered; vinyl window frames are not allowed.]

Please be advised that the Municipality of Anchorage has independent authority to enforce codes and may require a building permit to be issued. The homeowner is responsible for presenting their design to the MOA, Building Safety Division, for their approval prior to construction, as required.

Completed applications can be emailed to the Association's management office, Property Management Services, Inc (PMSI) at info@pmsialaska.com, faxed (907) 562-3550, hand delivered 601 W 41st Avenue, Suite 201 (in Anchorage), or mailed to PO Box 92130, Anchorage, AK 99509. If you have any questions, please call (907) 562-2929 (1-877-562-2929 toll free).

Any deviation from the original plan requires re-submittal prior to any work taking place.

Date Submitted: _____

All correspondence will be sent via email unless otherwise noted.