



Trinity Woods

Modification Request Form

Please fill out the form below in its entirety to submit a modification request to Trinity Woods. Your request will be sent to the Vice President of Operations for his approval. Please allow 7 to 10 business days for your request to be processed. Modification requests must include a scanned picture or drawing depicting what is being modified, replaced, or changed.

Modifications to the interior or exterior of a residence requested by a Member may be approved as long as the modification does not violate building codes, is structurally feasible, is consistent with the Trinity Woods architecture, and does not unduly inconvenience other Members. The requesting Member must agree to pay for all installation costs of the modification prior to work commencing and may be responsible for any cost associated with returning the residence to its original condition upon vacancy.

AT Trinity Woods' sole discretion, any additional money needed to complete the job of restoration will be billed to the Member or to the Member's Estate or will be deducted from any funds due Member or Member's Estate by Trinity Woods.

If an independent contractor is used by the Member to perform the modifications, the independent contractor must be appropriately licensed and insured with both liability and workers' compensation insurance. (Forms available through Director of Member Services.)

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Description of Modification: _____

Picture or Drawing:

Member Signature: _____ Date: _____

Vice President of Operations Signature: _____ Date: _____