

9.2 Appendix 2 – Changes and Alterations – Application Form

This form is to be completed by an owner requesting any change or alteration to any Common Area, unit interior or exterior. Any external modifications require abutter approval. Please refer to section 5.0 of this Handbook for further definitions. No work shall commence until approval is granted by the Board of Trustees. The Unit Owner bears ultimate responsibility for the work being in compliance with approved specifications.

Unit Owner's Name: _____

Unit: _____

Tel (day) _____ (evening) _____ (cell) _____

Desired start date for this project: _____

Contractor or Service Provider: _____

Please describe in detail the change or alteration for which you are seeking

approval: _____

- Please check if additional pages included.
- Plans and detailed drawings, including location, dimensions, colors, materials list, attached (required for approval).
- Written permission from abutter(s) approving any external modification.
- Written assurance that all areas will be left in "broom clean" condition upon completion of the work.
- Copy sent to Property Management Company
- Copy sent to chairperson, Board of Trustees

Date Submitted: _____ Owner's Signature: _____