

APPLICATION TO PERFORM ADDITIONS, ALTERATIONS OR IMPROVEMENTS BY UNIT OWNERS

Prior to proceeding with any major renovation of a unit, (anything other than decorating or minor repair of existing facilities) unit owners must submit to the Board of Trustees for review and approval, copies of all applicable building permits, detailed architectural plans and specifications, the report and signed plans of a structural engineer, if any structural elements of the building are involved, and the name of their general contractor,

No construction or renovation may begin without the written approval of the Board. Any subsequent material changes or alterations to the original plans or specifications must be submitted to the Board for review and written approval prior to their implementation.

Anyone renovating their basement will be responsible for the cost of opening up walls and repairing walls for access to repair foundation leaks.

This form is for your convenience in making such a request. Please complete the form and forward it to Southworth Properties by fax (781-848-9323) or email southworth@southworthprop.com. The request will be forwarded to the Board for consideration either between meetings or at the next scheduled meeting.

1. Date _____
Name _____
Unit # _____ Address _____

2. Is any of the work structural? YES _____ NO _____

3. Provide a description of the work to be done and an approximate cost (you may do this on a separate paper, provide architectural and/or engineering plans, etc. The explanation must be sufficiently detailed to convey the full scope of work, however it is not required to provide brand names of materials such as cabinets, fixtures, etc. Often, a contractor's contract will suffice.

APPLICATION TO PERFORM ADDITIONS, ALTERATIONS OR IMPROVEMENTS BY UNIT OWNERS (cont'd)

The owner must supply the following:

___ A copy of the proposal

___ Contractor's name and contact information

___ Insurance certificates for General Liability, Auto, and Worker's Comp

___ Approximate date work is to commence _____
Date

4. If permits are required by the city/town, you will be required to provide copies of same to the board when received.

5. The Board of Trustees will respond to your request as quickly as possible. However, please be aware the board has 30 days in which to respond.

The Board of Trustees ___ has approved ___ has not approved your request to perform the above/attached work on unit _____.

The board ___ requests ___ does not request further information regarding the application as follows:

Signed _____

Date _____

As Trustee, not individually

Please review the Construction Section of the Condominium Documents/Handbook and be sure your contractor is familiar with the rules and procedures. Note, also, that there is a fine system in place for violations.

If you have any questions, please call Southworth Properties at 781-848-9399.