

WCA Architectural Variance Request Form

West Cove "A" Condominium Association - ARCHITECTURAL VARIANCE REQUEST FORM

Name: _____

Home Address: _____

Eastman Property Address: _____

Phone number _____ Email: _____

Date Submitted: _____ Date Received: _____

[BOD use only]

IN ACCORDANCE with *Article 5, Section 6* of the West Cove "A" Declaration of Condominium By-Laws, I [we] request the following Addition, Alteration and/ or Improvement to my [our] unit:

[PLEASE ATTACH A DETAILED DRAWING AND/OR PLAN THAT INCLUDES ALL SPECIFICATIONS. Propane Requests must include a diagram of new tank location and lines; if an existing tank is being used, the Propane Provider must supply a list of existing units currently using the tank and tank capacity.]

Is this an amendment or appeal to a previous request: yes [] no []

If yes, approximate date of previous request: _____

I [we] understand that under the Declaration, By-Laws and Indenture, the Board of Directors will act on this request and provide me [us] with a written decision within 30 days of the request. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written authorization from the Association's Board of Directors;
2. All work will be done at my expense and all future upkeep will remain at my expense; in addition, I may be asked to sign and return a Transfer of Responsibility Form to be recorded at the Sullivan County Registry of Deeds prior to the commencement of work;
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by the contractor; I will be responsible to correct any substandard work;

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4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other Unit Owners; Upon Board request, I will provide any necessary abutter approvals;
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work. Contractor's Liability [Minimum \$1 Million Each Occurrence] and Worker Compensation insurance proof of coverage shall be provided to the Board of Directors prior to any work being commenced.
6. I will be responsible for the conduct of all personal, contractors and employees who are connected with this work;
7. Utility Trailers and/or Dumpsters cannot be left on site without the prior written approval of the Board of Directors. If approved all vehicles/trailers cannot be left on site Saturdays and/or Sundays. All vehicles must be relocated immediately following a snow or ice storm to facilitate effective snow removal or sanding.
8. I will be responsible for complying with, and will comply with all applicable federal, state, ECC and local laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary permits and approvals required. I understand that West Cove A Condominium Association, its Board of Directors, and its Manager have no responsibility with respect to such compliance and the Board of Director's approval of this request shall not be understood as the making of any representation or warranty that the plans, specification or work comply with any law, code, or regulation.
9. The Contractors Name and Phone Number is: _____

10. If approved, the work should start on or about _____ and be completed on or about _____; I further agree to notify the Association within 15 days of completion of these modifications for the purpose of scheduling an inspection to determine that the modifications are in accordance with the application;
11. The approval authority granted will automatically expire, unless a written extension is received and granted, should the above requested work not be completed within 12 months;
12. I understand that all the drawings, specifications and the processing fee must accompany this request otherwise my request will be denied until all terms of this agreement are complied with; I have enclosed a check payable to the WCA Condo Association.

Owner's Signature

Owner's Signature

Date _____

All Board correspondence should be directed to the Association's Management Company, Belle Terre Property Management @

PO Box 297, Grantham, NH 03753 * Telephone 603.863.1405 * Email: office@belleterreus.com