

WCB Architectural Variance Request Form

West Cove "B" Condominium Association

ARCHITECTURAL VARIANCE REQUEST FORM

Name: _____

Home Address: _____

Eastman Property Address: _____

Phone number _____ Email: _____

Date Submitted: _____ Date Received: _____

Please note there is a \$100 Performance Bond required for all requests for an Addition, Alteration and/or Improvement. Payment *must* accompany the request [Payable to West Cove B Condo Association] and will be refunded to the Unit Owner following the satisfactory inspection of the Addition, Alteration and/or Improvement by an Association Representative, or upon receipt of a written withdrawal of the request by the Unit Owner. The Board reserves the right to waive the Performance Bond on any project that in the opinion of the Board of Directors has no impact on adjacent units and/or minimal to no impact on the structure.

IN ACCORDANCE with Article 5, Section 6 of the West Cove "B" Condominium By-Laws, I request the following Addition, Alteration and/ or Improvement to my Unit [attach additional pages as necessary]:

[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.]

Is this a renewed or amended request: yes [] no [] If yes, date of prior request: _____

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I understand that pursuant to the WCB By-Laws, the Board of Directors will act on this request and provide me with a written decision within 30 days of receipt by the Board of this 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;
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other WCB Unit Owners; contractors must comply with all ECA rules regarding noise levels and approved hours of work; it is agreed that contractors and their subs will respect the minimal parking in WCB and not encroach upon any neighbor's parking area; it shall be my responsibility to assure contractor compliance herewith;
5. I assume all liability and will be responsible for all damage and/or injury to persons or property which may result from performance of this work; contractor's General Liability and Worker Compensation insurance proof of coverage shall be provided to the Board of Directors prior to any work being commenced and shall name the WCB Condominium Association as an "additional insured as their interest may appear" ;
6. I will be responsible for the conduct of all personnel, contractors and employees who are connected with this work;
7. I will be responsible for complying with, and will comply with all applicable federal, state, ECC, ECA 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 B 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;
8. I will obtain prior Board permission for the location of a dumpster if one is needed;
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 with 15 days of completion of these modifications for the purposed of scheduling an inspection to determine that the modifications are in accordance with the application; 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 from the date of approval;
11. I understand that all the drawings, specifications and the performance bond (if required) must accompany this request otherwise my request will be denied until all required documents and fees are provided; I have enclosed a check payable to the WCB Condo Association;

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12. I understand that (a) any exterior modifications; (b) those that will be reasonably visible from the exterior of my Unit; or (c) those for which the Board of Directors requests, shall require that I provide a copy of this Request to all Immediate Abutters simultaneously with the filing with the Association, advising the abutters of the nature of the modification and their right to provide input, comment or objection to the request within twenty (20) days following delivery thereof. In the event an abutter provides a timely response, the Board of Directors will consider the points raised by the abutter in determining whether to approve the Request. Abutter approval is NOT required. Owners are encouraged to discuss proposed modifications with their abutters to avoid misunderstandings and delays prior to submission of a request to the Board of Directors. "Immediate Abutters" shall include the units on either side of my Unit, as well as all units to which my Unit backs that are within fifty (50) feet of my Unit.

By execution below, I hereby acknowledge that I have read the foregoing terms and conditions and agree to fully abide by them.

Owner's Signature

Owner's Signature

To the degree required by Section 12 above, I hereby certify that I have this ___ day of _____, 20__ provided a copy of this Request to the following immediate abutters:

| <u>Name</u> | <u>Address</u> | <u>WCB Units #</u> |
|-------------|----------------|--------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Owner's Signature

Owner's Signature

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