

West Cove D Architectural Variance Request Form

West Cove D Condominium Association, PO Box 297, Grantham, NH 03753

Unit Owner Name: _____

Mailing Address: _____

Eastman Property Address/Unit #: _____

Phone Number _____ Cell Phone Number _____

Email: _____

Date Submitted: _____ Date Received: _____

IN ACCORDANCE with Article 5, Section 6 of the West Cove D Declaration of Condominium By-Laws, I [we] request the following Addition, Alteration and/ or Improvement in/to my [our] unit [attach additional pages as needed]:

[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.]

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 D 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.

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

If yes, approximate dates of previous request: _____

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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 maintenance, repairs and/or replacements will remain the unit owner's expense; in addition, I may be required 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; I [we] will be responsible for all costs associated with the recording fees;
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by the contractor and/or sub-contractors; I will be responsible for complying with all the conditions of the Board approval and 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 WCD Unit Owners; contractors must comply with all WCD and ECA rules regarding noise levels and approved hours of work;
5. I will provide any necessary abutter approvals to the Association upon request of the Board of Directors;
6. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work. Contractor's including all Sub-Contractors' Liability and Worker Compensation Insurance proof of coverage shall be provided to the Board of Directors prior to any work being commenced. All propane, plumbing and electrical contractors must be licensed; a copy of their license will be provided to the Association;
7. I will be responsible for the conduct of all personal, contractors and their employees who are connected with this work;
8. I will obtain prior Board permission for the location of a dumpster if one is needed for debris disposal;
9. I will be responsible for complying with, and will comply with all applicable federal, state, ECA/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 the West Cove D 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.
10. The Contractor's Name and Phone Numbers:

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11. 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 if the Board deems it necessary to determine that the modifications performed are in accordance with the application;
 12. 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;

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- 13. I understand that all sketches/drawings, material list, specifications, Contractors and Sub-Contractors Names, Contact Information, Certificates of Insurance [including both Liability and Worker's Compensation [where applicable] for all workmen and copies of propane, plumbing and electrical licenses and any other information requested by the Board of Directors must accompany this request otherwise my request will be denied until all terms of this agreement are complied with.**
- 14. PARKING-** All work will be performed at a time and in a manner to minimize interference and inconvenience to other West Cove D 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 West Cove D and not encroach upon any neighbors parking area, it shall be my responsibility to assure contractor compliance. Based on particular parking issues during the year the Board will provide specific contractor parking requirements herewith.

***Note -Season Requirements:** Contractors must relocate their vehicles and trailers during snow removal season to facilitate effective and timely snow removal efforts. Vehicles must be relocated to a plowed area following all storms to ensure all parking areas are cleaned within 24 hours of the storm. Contractors must shovel the walkway to prevent ice build-up if the walk has not been shoveled upon their arrival.

This **FORM is NOT** an approval. The Board of Directors will issue their written decision and any mandatory conditions to the Unit Owner within the time frame required by the West Cove D Bylaws. If there is any conflict between the conditions outlined in this Alteration Request Form and the Board of Directors written decision, the Board of Directors final written decision shall supersede the conditions noted in this document.

I/We understand and agree to the aforementioned provisions and agree to comply with the Board of Directors written decision and conditions:

Owner's Signature

Owner's Signature

Print Owner Name

Print Owner Name

Board of Directors – boardof-directors@comcast.net
PO Box 297, Grantham, NH 03753 * Telephone 603.863.1405 * Mgmt. Email: office@belleterreus.com