

East Lake Architectural Variance Request Form

ELCA Association, PO Box 1229, Grantham, NH 03753

Name: _____

Home Address: _____

Eastman Property Address: _____

Phone number _____ Email: _____

Date Submitted: _____ Date Received: _____

IN ACCORDANCE with Article 5, Section 6 of the East Lake 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.]

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

If yes, approximate dates 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 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;

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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 ELCA 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 parking in ELCA and not encroach upon any neighbor's parking area;
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 Liability and Worker Compensation insurance proof of coverage shall be provided to the Board of Directors prior to any work being commenced. All 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 employees who are connected with this work;
8. I will obtain prior Board permission for the location of a utility trailer and/or 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 East Lake 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 Contractors Name and Phone Number is: _____
11. If approved, the work should start on or about _____ and be completed on or about _____;
12. I further agree to notify the Association within 15 days of completion of these modifications and provide a brief description and dollar value of the project to provide to the Master Insurance Provider and for the purpose of scheduling an inspection to determine that the modifications are in accordance with the application;
13. The approval authority granted will automatically expire, unless a written extension is received and granted, should the above requested work not be completed with 12 months;
14. I understand that all the drawings, material list, specifications, Contractor[s] Certificate of Insurance [including both Liability and Worker's Compensation [where applicable] and copies of propane, plumbing and electrical licenses must accompany this request otherwise my request shall be denied until all terms of this agreement are complied with.

Owner's Signature

Owner's Signature

Print Owner Name

Print Owner Name

All Board correspondence should be directed to the Association's Management Company, Belle Terre Property Management, PO Box 1229, Grantham, NH 03753
Telephone 603.863.1405 * Email: office@belleterreus.com