Please identify below, the item(s) you are requesting to approval to change or modify within your condominium unit. Per Article IX, Maintenance, Repair Alterations and Improvements of Condominium Property – any modification, alterations or improvements to condominium units, common and limited common elements require prior approval from the Association.

Examples of such changes may include Modifying, adding fixtures or features, changes or modifications to the unit’s structure, plumbing, electrical or wiring, drywall, flooring, ductwork or changes to the unit’s design; changing the appearance or any portion of the exterior of the apartment building, including any balcony, porch, patio or similar facility. A drawing and an engineer’s report is required.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Owner Name/Signature Unit # - Condo Date

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Please Check One: Approved: \_\_\_\_\_\_\_\_ Denied: \_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Board and/or Management Notes:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit Number \_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone(s) H: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ W: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_ Date Received by Management\_\_\_\_\_\_\_\_\_\_

In accordance with the Portside Condominium Homeowners’ Association, Inc., its Declaration of Condominium and the Association’s Rules and Regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit.

*Some modifications may require submission of a detailed (to scale) drawing or blueprint of your plan(s).*

I understand that Association Management and/or member(s) of the Board of Directors will act on this request and provide me with a written response of their decision. 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 approval from the association.

2. All work will be done at my expense and all future upkeep will remain at my expense.

3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.

4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners. Work is allowed Monday – Saturday 8am – 5pm; No Sundays or Holidays.

5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.

6. I will be responsible for the conduct of all persons, agents, 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, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Portside Condominium Homeowners’ Association, Inc. its Board of Directors, its agent and/or management have no responsibility with respect to such compliance and that the Board of Directors’ or its designee’s approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.

8. I understand that a decision by the Board’s designee is not final and that the Board of Directors may reverse or modify a decision upon the written application of any owner made to the Board of Directors within ten (10) days after the Board’s designee makes its decision.

9. The contractor is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and prior to commencement of work I will provide the Association with the proof of contractor’s business license and provide the Association with the contractor’s certificate of insurance.

10. If approved within twenty-one (21) days, the work would start on or about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and would be completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

11. Any work not started on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not approved and later construction/work performed which is related to this request must be subject to re-submittal to the Association.

# Owner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**