

WESTCHESTER SQUARE CONDOMINIUMS

ARCHITECTURAL CHANGE REQUEST

Homeowners Name: _____ Unit #: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Contracting Company: _____

Supervisor at Job Site: _____ Cell #: _____

Office Telephone: _____ Fax#: _____

Email: _____

Company Address: _____

Start Date: _____ Completion Date: _____

Work to be done: _____

Two complete sets of detailed plans must be submitted with the application to include all structural, electrical and plumbing modifications. Additional plans may be requested as needed, such as exterior elevations. The Board reserves the right to hire a structural engineer or other qualified professional to review the plans and to perform property inspections to insure that the unit and the building are structurally sound. The cost of the engineer or qualified professional would be a unit owner expense.

Renovation projections not completed by the Completion Date of this application shall be subject to a fine of \$25 per day until the project is completed. The Board reserves the right to pursue all legal measures to have the projected completed in addition to fines.

The property owner hereby holds harmless and forever remises, releases, acquits and discharges the Association, Board of Directors, Management Agent and the Architectural Standards Committee, of and from any and all claims, causes of action, counterclaims, suits, debts, damages and demands of whatever kind and nature, known or unknown, anticipated or unanticipated related to the matter of quality of any approved construction, on/or modification to any lot and the Association, the Board of Directors, Management Agent and the Architectural Control Committee will not be held responsible for insuring the compliance with Building Codes or other governmental requirements or the structural integrity of the improvement.

Property owner agrees to obtain all necessary Building and Governmental permits and to comply with all applicable building codes. Owner also agrees to abide by the Westchester Declaration, Construction Guidelines and Rules & Regulations.

Owner(s) Signature Date

Owner(s) Signature Date

For Association Use

Approved: _____ Not Approved: _____

Westchester Square Date

WESTCHESTER SQUARE CONSTRUCTION GUIDELINES

PHOTOGRAPHIC DOCUMENTATION OF ALL EXTERIOR WORK

Before the work begins, contractor shall take pictures of all areas to be modified or renovated and submit these pictures to the management company. After the work is completed, contractor shall submit pictures showing the completed work. Any damage to community property is to be repaired/replaced to the Board's satisfaction.

ALTERATIONS TO ROOFS OR MODIFICATIONS REQUIRING ROOF ACCESS

1. Prior to any work being done, contractor must obtain approval from the Management Company regarding the procedure to be used to protect the roof. Will foam pads or cushions be used, etc?
2. Before and after pictures must be taken of all areas of the roof accessed by the contractor.
3. Any damage to roof shingles or surfaces are to be repaired/replaced to the Board's satisfaction.

CONSTRUCTION ADMINISTRATION

Contractor shall provide the management company the phone numbers and email addresses of the project manager and onsite foreman. Contractor will comply with any "Stop Work Request" from the management company or the Board of Directors.

CONSTRUCTION SCHEDULE

Contractor must submit a construction schedule to be approved by the Association. The Board is to be notified of subsequent changes to the schedule.

CONSTRUCTION WORK TIMES

Weekdays 8:00 a.m. to 6:00 p.m. Work at weekends and public holidays is NOT allowed without Board approval.

CONSTRUCTION PARKING

All cars and trucks are to be parked off site, with the exception of the space in front of the garage and one open parking space in the area of the unit. Owners should obtain the necessary parking permit(s) as needed for 15th Street Parking.

CONSTRUCTION MATERIALS

Construction Materials are not to be "stored" in the general parking area or on sidewalks, including the sidewalks behind units.

CONSTRUCTION TOILET

In the event that a portable construction toilet is required, it must be placed in the parking space in front of the unit.

DIGGING OR IMPROVEMENTS TO THE GROUNDS

All utility lines must be marked prior to any digging.

DUST

Cutting materials outside should be kept to a minimum - outside cutting should only be carried out when the windows of neighbors are closed. Dust falling on other property, including cars, must be hosed off as required to the satisfaction of neighbor(s) impacted. Dust and debris around the job site, visible to residents or visitors, should be removed at the end of each work day.

NOISE

Contractors may not play music on the exterior of a unit or within a unit at a volume that can be heard outside the unit.

SIGNAGE

Contractors are not allowed to place signs on the property.

FURTHER INFORMATION

For further information contact Scott Carter, Carter Communities, Inc.
(770) 517-7743 * cartercommunities@gmail.com