

Procedure for requesting approval of owner initiated repair or modification of Lakeview Condominium Units

Purpose for Request for Approval

The Declaration of Condominium of Lakeview Condominium Section 9 **Statement of Purposes and Restriction as to Use** Section c. **Restriction on Construction or Improvement** requires that a Unit owner obtain written consent of the Lakeview Board of Directors (BOD) prior to making or permitting to be made any structural alteration, improvement or addition in or to any Unit or in or to any part of the Common Area.

Prior to beginning any repair or modification of any part of a Lakeview Condominium Unit which will modify, repair or impact any part of the commonly held area, the Unit owner must request and receive approvals from the BOD. This is a multi-step process. Initially, the owner must request an **approval of concept**. This is done to determine if the BOD would consider the project in concept. This may be done with a minimum effort by the owner and is meant to simply initiate the process. The Request for Approval Form is available from the Association website or from the Association Manager. If the BOD approves the concept, it may give guidance as to what may be required in the next step of the approval process. The second step is a **detailed proposal** by the Unit owner. If the owner provides the BOD with the required information, the BOD may grant approval for initiation of the work. Upon approval by the BOD, the owner may not start the work on the project until they sign the agreement verifying that they understand and agree to the covenants of the BOD's approval. If the work is not completed on the part of the project that affects the commonly held area within the time frame specified in the application, the BOD may, at its discretion, complete that portion of the project using escrowed funds or by billing the Unit owner for that work which is needed to complete that portion of the project. Also, if the work is not completed as specified in the application as determined by the final inspection, The BOD may use escrowed funds or bill the Unit owner to complete the remedial work.

Conditions for approval:

A. Initial approval of concept.

Submit a brief general description of the nature of the project. If the BOD approves of the concept, you may then submit a detailed description of the project. No work may begin before you have approval of project initiation.

B. Request for project initiation.

You must submit the following to receive approval of project initiation.
No work can commence until you have this approval:

1. Copy of approved building permit (if required)
2. If any part of the project involves or impacts any of the commonly held areas, a detailed description of work to be done on the commonly held area must be submitted. This must include material specifications as well as engineering details (i.e. lumber sizes and grades, plumbing and electrical sizes, grades and routing.)
3. Copy of the contractor's license and insurance information.
4. If any portion of the work will change, modify or impact any part of the commonly held areas (i.e. walls, foundation or roof), an amount equal to the estimated costs of that part of the project must be deposited in a escrow account and held by the association until the work has been completed and an inspection by the BOD or their representative has been done to verify compliance and acceptability of the work . Thirty days shall be allowed to complete this inspection. The BOD shall have sole discretion on the amount needed for escrow.
5. Proposed start and finish dates or maximum time requested between start and completion

C. Final Inspection

The unit owner will notify the BOD when all work is complete. The board or its representative will inspect the part of the project that impacts the commonly held property. Thirty days shall be allowed to complete this inspection. If the inspection is satisfactory, the escrowed amount will be returned to the applicant within thirty days of the satisfactory inspection.

Notes:

1. No waste material from the project may be put in the Lakeview dumpsters.
2. Window replacement requires a permit from the town of Enfield.

Questions regarding this process should be directed to the Association Managers.

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