

CONDOMINIUM 3

CONSTRUCTION FORM

These form(s) must be filled out and submitted to the Condo 3 designated property manager prior to work commencement. Once approval has been granted work may commence.

Unit Owner: _____ Unit Number: _____
(please print name)

Unit Owner: _____ Date of Request: _____
(signature¹)

1. Description of work (please attach Description form and any drawings and/or specs per the Description form): _____

2. Name of Contracting Company: _____
*contractor must provide certificate of insurance
Address: _____
Tel. #: _____

3. Proposed work schedule: Start Date: _____
End Date: _____

4. Contractor Signature: I have read and agree to abide by the condominium requirements related to repair / renovations as stated in the "Contractors Pamphlet" as revised 5-26-2017 and by all conditions to which this construction request is subject.

Name: _____ Signature: _____
(Authorized Representative)

Request Received: _____ Approved Date Approved: _____ Denied

Reason for denial: _____

Board President Signature: _____

Resident Manager Signature: _____

¹ Signature is required and signifies that the owner has read and understood all regulations / guidelines governing condominium renovations / repairs and **assumes all liability for damages** according to section 9 of the subject regulations. Owner signature also acknowledges that the board approval is contingent on the owner/applicant furnishing the board with an appropriate building permit. If a permit is not required by the town, the owner/applicant must provide a signed statement to the board that he/she has contacted the town and has been informed by the town that no permit is required by the town for the work described in the construction request. Owner and Contractor agree that any violation of the By-Laws, Rules and Regulations, or conditions to which this particular request is subject, as determined by the Board or its designated agent, may, at the discretion of the Board, result in the approval for this construction request being rescinded. Should the request be rescinded, all work must immediately stop, subject to the Board's approval of a new request. Owner agrees to install interconnected CO/smoke detectors in each bedroom and in hallway within 10 ft. of bedroom doors.

CONDOMINIUM 3

DESCRIPTION FORM

The purpose of this form is to provide specific information to the board to facilitate approval of the unit renovations. This is to be submitted with the "Construction Request Form".

Unit Owner: _____ Unit Number: _____

Bathroom:

Fixtures Installing (Check applicable):

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Toilet | <input type="checkbox"/> Tub |
| <input type="checkbox"/> Sink / Vanity | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Jacuzzi | |
| <input type="checkbox"/> Flooring | _____ |

Kitchen:

Fixtures Installing (Check applicable):

- | | |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Counter Tops | <input type="checkbox"/> Flooring |
| <input type="checkbox"/> Oven / Range | <input type="checkbox"/> Other _____ |
| | _____ |

Living / Dining Room:

Fixtures Installing (Check applicable):

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Fire Place / Stove ² | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Flooring | _____ |

If interior wall or fixture movement is being considered, the following is required:

1. Diagram detailing current location of walls and fixtures to be moved
2. Diagram detailing new location of walls and fixtures
3. Modified Plumbing runs and wiring runs clearly noted on diagrams.
4. Diagram(s) must note unit number and author of diagram.
5. Diagram(s) must be signed and dated by author

NOTE:

As per section 9.14 of the Condominium 3 Rules and Regulations:

"All electrical work performed by contractor and/or homeowner must conform to local building code(s) and/or National Electrical Code as most recently revised. All electrical work **MUST** be inspected by a state certified inspection company such as Middle Department or Commonwealth and a copy of the inspection report showing that the electrical work was properly done must be sent to the Board or its designated agent. All plumbing work performed by contractor and/or homeowner must conform to local building code(s) and/or NYS Plumbing Code Book as most recently revised. It is the plumbing work done, should consider changing from current PVC pipe to a PEX or copper application."

² **9.6** The installation of a fireplace, wood burning stove or pellet stove poses a potential fire hazard and an additional structural load to the building. Prior specifications, along with a sketch, is to be submitted to the Board of Managers and must list materials, fireplace size, location to load bearing walls and existing flues, plus calculated weight in pounds. Installation by a professional contractor is recommended. All this info MUST be submitted for approval before any work may be done! It is recommended that owners replace PVC pipe with copper or PEX.