



Corey Colonial Condominium Association Inc.

**Submission of Plans Change to Common Area
or Architectural Variance**

Under sec 13 of the Bylaws. Additions, alterations, or Improvements by Unit owners.

Forward to: Corey Colonial Condominium Association
c/o NAI Plotkin
1350 Main Street, Suite 1410
Springfield, MA 01103

Or leave in our mailbox at the clubhouse and email the board
161 Corey Colonial
Agawam, MA 01001
coreycolonial5@yahoo.com

**NO WORK CAN BE COMPLETED IN INCLEMENT WEATHER
NO WORK AFTER 5PM or on WEEKENDS without BOARD Approval**

YOU MUST INCLUDE :

Pictures of Windows / Doors etc. and a copy of the workers' insurance policy /COI, Permits.

Name: _____

Unit: _____

Telephone _____

Date Submitted : _____

(There is a 60-day limit to each request). Anything over the allotted time must be resubmitted.

In accordance with the Corey Colonial Condominium Association governing documents, I request your consent to make the following changes, alterations,

renovations, additions and/or removal to the common area outside my unit or architectural change to the inside of my unit:

(Please attach a detailed plan or schematic of your plan, including but not limited to specifications regarding size, materials needed, maintenance requirements, etc.)

Is this an amendment to a previous request? _____

If yes approximate date of previous request: _____

I understand that under the Governing Documents, the Board of Managers 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. Further, I will be responsible to notify future owner(s) of their transferable responsibility for all upkeep and/or I shall remove the common area change at my cost and restore grounds to their original state.
- 3.) All work will be done expeditiously once commenced and will be done in a good workmanship-like manner by myself or a licensed, insured contractor.
- 4.) All work will be performed at a time and in a manner to minimize interference and inconvenience to other Unit Owners. No work on weekends or before 8am after 5pm.
- 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 and provide copies with this form.

I understand and agree that the Corey Colonial, it's Board of Managers and it's managing agent have no responsibility with respect to such compliance and that the Board of Trustees' 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 code, regulation, or governmental requirement.

- 8.) I understand that a decision by the Board of Managers is not final and that they may reverse or modify any decision upon the written application of any-owner made to the Board of Managers. All work can be inspected by the Association to determine compliance.
- 9.) The contractor is (if applicable) _____
- 10.) If approved, the work can start on or about _____ and would be completed by _____
- 11.) Any work not in progress on or before the expected completion date above is not approved and later construction must be subject to resubmission to the Property Management Company and Board.

I understand that if approved, I will be in good standing with no fees or fines owed; I will be required to submit prior to the commencement of any work a: (1) waiver of all mechanics' lien rights which might arise as a result of the alteration; and (2) a certificate of insurance acceptable to the Management Company insuring against all losses commonly insured against which might arise out of the work, naming the Condominium as an additional insured.

I also indemnify and hold the Association harmless from any costs, fees, or expenses or injuries or legal expenses incurred or suffered by the Association in connection with said work. I also will indemnify and hold the Association harmless from any costs, fees, or expenses (including but not limited to attorney, engineers, contractors' architects, or similar professionals) incurred or suffered by the Association in connection with this request and any work.

Any structural addition, structural alterations, or structural improvement (this includes plumbing), made will be at my sole expense and will, in all aspects, comply with all orders, laws, regulations, governmental requirements (i.e. a building/plumbing permits), and good engineering practices.

I further understand that I will be required to ensure that any and all permits are procured before any work starts and submitted with this form.

Written approval will be received after variance is reviewed by board of managers which has 30 days to review.

Unit Owners Signature

Unit Number

Date: