

The Villages of the Shadowbrook Estate

c/o NAI Plotkin
1350 Main Street, Suite 1410
Springfield, MA 01103

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Request of Change to Common Area or Architectural Variance

_____Common Area Change

_____Architectural Variance

Unit # _____

Name: _____

Telephone (Day) _____ Telephone (Evening) _____

In the accordance with the Shadowbrook 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, approximated date of previous request? _____

I understand that under the Governing Documents, 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. Further, I will be responsible to notify future owner(s) of their transferable responsibilities for all upkeep and/or I shall remove the common area change at my cost and restore to its 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.

- 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 Shadowbrook Estate Condominium Association, its Board of Trustees and its agent have no responsibility with respect to such compliance and that the Board of Directors' approval of this request shall not be understood as the making of any representation of 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 Directors is not final and that they may reverse or modify a decision upon the written application of any unit owner made to the Board of Directors within ten (10) days after making a decision.
- 9) The contractor is (if applicable) _____
- 10) If approved, the work would start on or about _____ and would be completed by _____.
- 11) If 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 Board of Trustees.

I understand, that if approved, I will be required to submit prior to the commencement of any work (1) waiver of all mechanics' lien rights which might arise as a result of the alteration; (2) a certificate of insurance acceptable to the Trustees 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 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 professions) incurred or suffered by the Association in connection with this request and any work. Any structural addition, structural alterations or structural improvement made will be at my sole expense and will, in all aspects, comply with all laws, regulations, governmental requirements (i.e. building permit), and good engineering practices.

Signature of Unit Owner Making Request

Date

Please complete and return to NAI Plotkin. If sent via email, send to shadowbrook@plotkin.com.

