

Interior Modification Report

A new rule was added to the July 1, 2023, revision of the Shadowbrook Rules and Regulations, to comply with Section 5.8.5 of the Shadowbrook Declaration of Trust. The purpose of this requirement is to report improvements to our insurance agent, so that proper valuations can be tracked for our Master Policy, keeping our coverage current.

Rule B.15.d. states that: Unit Owners must notify Management to report any interior modification project with costs exceeding \$1,000 (the figure referenced in our Declaration of Trust Section 5.8.5) within twenty days after the commencement of construction. Project information and copies of any applicable building permits shall be provided to Management by the owner.

Please note: If any changes involve **Exterior** modifications then permission from the Board is required prior to starting the work and the **Request for Change to Common Area or Architectural Variance** form should be used.

Unit #: _____

Name: _____

Best Telephone: _____ Email: _____

In the accordance with the Shadowbrook Condominium Association governing documents, I am reporting the following changes, alterations, renovations, additions and/or removal to the interior of my unit:

Please attach project information and copies of any building permits. Please include a detailed plan or schematic if applicable.

I understand and agree to the following provisions:

- 1) I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
- 2) I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
- 3) 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.
- 4) The contractor is (if applicable) _____
- 5) The work started/will start on or about _____ and completion is anticipated by _____.

I understand, that 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@splotkin.com.

