

Home Improvement Form **Unit Owner Request to make a Change**

This form is to be used by unit owners when requesting to make any changes within the unit. This is any change that may alter or attach to the structure. Examples of changes: finish basement, remove/add a wall, drill holes in the exterior, install Radon mitigation system, install fireplace insert, install central air conditioning, install new windows, etc. With new, energy efficient furnaces, we must work closely with the vendor since these furnaces require venting outside of the building.

Per the Trust, Article V By-Laws, Section 5.5, any improvements that exceed \$1,000 should be reported to the Trustees for inclusion under the Master Policy. This form should remain in your file. If there is a claim against the Master Policy (water damage, fire, etc.) and there is no record that work was completed, the insurance company may refuse your claim.

Work cannot begin until the following process is completed:

1. Fill out and return this form to the office.
2. Attach specifications of the work you are doing to your unit.
3. Please provide the office with a copy of the signed building permit, if a permit is required.
4. The contractor performing the work must send the office a Certificate of Insurance showing the minimum amounts of insurance as stated in the CPC condo documents.
5. The Board of Trustees will review your request at their monthly meeting. The Board meets the 2nd Tuesday of every month. You will be notified within three days after the meeting if the request was approved or denied. If denied, the Board will submit, in writing, the reason(s) why the request was denied.
6. Once approved, you may schedule the work with the contractor and contact the office so periodic inspections of the work can be scheduled (if needed).
 - a. Any additional costs incurred because the contractor does not comply with specifications noted by the Board, will be the sole responsibility of the unit owner.
7. If you are finishing your basement, Chapman Place requires at least one water alarm system in your basement by the water heater. We strongly recommend a second water alarm system near the main water shutoff/meter.
8. **Please be advised that any departure from the above procedure could cause your request to be denied. Work not done according to the condo docs or without this form is subject to removal at the unit owner's expense.**



**CHAPMAN PLACE
CONDOMINIUM TRUST**
1 CHAPMAN PLACE
LEOMINSTER, MA 01453-6149

Home Improvement Form
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Please summarize the changes you are requesting to your unit (attach a separate sheet if more room is needed):

By signing this form I understand and agree to all conditions set forth by the Chapman Place Association:

Name (print): _____

Signature: _____ Date: _____

Unit #: _____ Phone #: _____

(for office use only)

Board of Trustees:

Request for change to unit # _____ has been reviewed at the _____ meeting.

Your request has been: _____ Approved _____ Denied

If denied, state reason why request to make a change was denied:

Authorized Signature : _____ Date: _____