



Home Improvement Resolution

Whereas, the Board of Trustees has identified the need to communicate that any major improvements that are done within a unit must be pre-approved before any work is to commence;

Therefore, be it Resolved, that a unit owner shall adhere to the following:

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. Some examples of major improvements might be, but not limited to: finishing the 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.

1. Submit the *Home Improvement Form* (page 2) to the office.
2. Attach any specifications or drawings of the work you are doing to your unit.
3. 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.
4. A Trustee will review your request; if denied, the Board will submit, in writing, the reason(s) why the request was denied. If approved, the office will make sure you get a copy of the signed Home Improvement Form and put a copy in your file.
5. 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.
6. 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.
7. Please provide the office with a copy of the signed building permit, if a permit is required.
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.**



Home Improvement Form

Unit Owner Request to make a Change

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 Trustee(s):

Request for change to unit # _____ has been reviewed.

Your request has been: _____ Approved _____ Denied

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

CPC Authorized Signature: _____ Date: _____

Print Name : _____