

Chalet on the Lake Condominiums Association, Inc
ARC ALTERATION AND IMPROVEMENTS FORM

Date: _____ Unit: _____ Floor: _____ Phone: _____

Owner(s) Name: _____ Start Date: _____

I request approval to install, at my own expense, one of the following types of Alteration/Improvements with the understanding that the installations will be in compliance with the following: all government specifications, special instructions and/or comments. The contractor shall be licensed, insured, and obtain any permits that may be necessary, and that the unit owner will be financially responsible for any resulting damage to person(s) or property not paid by the contractor's insurance.

NOTE: No unit owner shall make any alterations, add to or remove any part (exterior or interior) of a unit or of a limited common element or any other portions of the improvements to the Condominium Property that are to be maintained by the Association without the prior written approval of the Board of Directors. The Board of Directors has the authority to approve, disapprove or require modification to the proposed work.

The contract utilized will be responsible for the clean-up and disposal offsite (i.e. not in the dumpster on the property) of any debris in the building common areas in the parking lot.

☐ **OTHER ALTERATIONS/IMPROVEMENTS:** (please explain below)

Installer/Contractor: _____

Please include Vendor Occupational License, Certificate of Insurance, Permits (where applicable), location drawings, product specifications as well as any additional information (i.e. product brochure)

Unit Owner's Signature
(unsigned forms will not be processed)

BOARD RESPONSE

☐ **Approved**

☐ **Disapproved**

Signature

Title

Date

COMMENTS: _____

It is the owner's responsibility to supervise their contractors for proper parking (contractors spot after unloading) and to MAKE CERTAIN they do not use Chalet on the Lake's dumpster for construction debris.