



Original Deck Alteration Form

FOR ALTERING BUILDERS ORIGINAL REAR DECK.

THE FORM:

Request Forms must be initiated by owners only; tenants cannot request unit alterations.

Use this form if you would like to alter any original builders rear deck.

After reading the Terms, Conditions and Specifications below, please press the Tab key to enter the date in the box provided at the bottom of page 1. Tab to page 2. Please Tab to fill in all information pertinent to this project. You may also return to any fill-in field to correct any mistakes. **Note:** The more detailed your information, the easier it will be for the Board to process your request. Please include materials such as detailed specification sheets, brochures, etc.. When you have completed both pages of the form, please print the form. After printing please sign both pages 1 and 2 then submit them with accompanying materials to the Board at address on the bottom of page two of the form.

TERMS, CONDITIONS & SPECIFICATIONS:

Original builders rear decks may be altered to dimensions up to 220 sq. ft. (including steps), with the written approval of the Board of Directors (hereinafter "Board"). The following procedures must be followed for the Board to consider your request. Please review the terms, conditions, specifications, and suggestions described herein, to familiarize yourself with the authorization procedure.

ALTERATIONS CHANGE RESPONSIBILITY:

By altering your rear deck, you and the future owners of your unit will be required to provide upkeep, repair and replacement of all damaged components related to the altered deck, at your/their sole cost and expense. Country Hill Estates Condominium Association, (hereinafter "CHECA"), will no longer be responsible for your unit's deck maintenance, repair or upkeep. Additionally, all costs to repair any damage to the unit's structure and/or the interior of the unit, such as, but not limited to, water leakage due to improper installation of flashing, will be at your/their sole cost and expense. Any cure shall be completed to the satisfaction of the Board.

DAMAGE:

All damage to the landscape or irrigation systems and any relocation and/or addition to irrigation sprinkler heads necessary to ensure complete coverage of the common area, will be at your sole cost and expense. Any necessary cure must be completed at the earliest possible time, to the satisfaction of the Board.

DIG SAFE:

You must check for underground utilities before digging. Before you begin any excavation (that means even digging a hole), you or your contractor must call and check for underground utilities. This isn't just a good idea, it's the law. Call Dig Safe at (888) 344-7233 (Local), or the North America One Call Referral Service at (888) 258-0808 to connect to a national directory of utility companies. If any utilities, (gas, water, sewer, telephone, cable or electric), are damaged or disrupted, you will be responsible for all costs and expense of restoring/repairing them and for any resulting damage to Common and/or Limited Common areas.

UNDER DECK:

The area under the altered deck shall be covered with landscaping fabric and then top filled to a depth of not less than two (2") inches of crushed stone. The crushed stone shall be pitched away from the unit foundation to insure proper drainage. The pitch shall not be less than one and one-half inches. (1½" of pitch)

APPROVAL PROCEDURE:

1. Obtain a Building Permit. Your request will not be considered without one.
2. Fill out, print and sign in the appropriate spaces provided on pages 1 and 2 of this form.
3. Attach your drawing of the proposed deck.
4. Attach your contractor's Certificate of Insurance naming CHECA. The certificate must provide for liability and workman's compensation insurance coverage.
5. Submit all paperwork to our property management company, (address at the bottom of page 2), for presentation to the Board.

NOTE: We suggest that because your altered deck will be an ongoing expense for you, you should consider your material selection very carefully. Although local building codes determine most aspects of your deck, there are new composite rail and decking materials available that provide for far less maintenance than standard wood products. Please do some research.

Signature: _____

Date:

UNIT INFORMATION:

Unit Street Address:

Owners Name:

E-mail:

Phone:

Cell:

CONTRACTOR & PROJECT INFORMATION:

Name and/or Company:

Phone:

Enter a detailed description of the decks size and location. *(You must also attach a drawing).*

As acknowledged by my signature at the bottom of pages 1 & 2, I agree to comply with all of the terms, conditions, specifications and requirements, (City, State and CHECA), as set forth in this Agreement, for altering and maintaining my altered deck. I understand that by altering my deck, CHECA will no longer be responsible for upkeep, repair and component replacement of my altered deck and that I will assume, at my sole cost and expense, the upkeep, maintenance/repair and component replacement of my altered deck.

Additionally, I will assume all liability for any personal injury and/or property damage to CHECA Common and/or Limited Common areas that occur due to alteration and/or maintenance of the deck. I further agree to cure any damage to the Common and/or Limited Common areas resulting from altering and/or maintaining the deck at the earliest possible time; to the satisfaction of the Board.

I acknowledge that the contractor altering my deck must provide a Certificate of Insurance, naming CHECA as the certificate holder, that provides liability and workman's compensation insurance coverage.

Signature: _____

Date:

Office Use Only

Submit to:

Resolution Property Management, LLC

7 Bernards Rd.

Merrimack, NH 03054-2782

Board Approval Date: _____ For the Board

By: _____