



## Miscellaneous Alterations Form

FOR EXTERIOR ALTERATIONS NOT SPECIFICALLY COVERED BY OTHER FORMS.

### THE FORM:

>>> *Request Forms must be initiated by owners only; tenants cannot request unit alterations* <<<

Please use this form for requesting exterior alteration/change not specifically covered by any other request form. 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:

Except to the extent provided for in the Condominium Act, the Declaration and the Bylaws, no unit owner shall do anything that would change the exterior appearance of his unit or any portion of the condominium.

#### EXTERIOR PAINTING

All unit owners must paint their own front door and may paint the shutters of their unit to match, but only with colors compatible with the aesthetics of the condominium and his unit. Written Board approval required. Use this form.

#### SPECIAL SYSTEMS

Gutters, Rain Deflectors and Radon Mitigation Systems are neither supplied nor maintained by the Association. Please be aware that installation and maintenance of these items will be at your sole cost and expense. Written Board approval required. Use this form.

If you sustain any water damage to your unit resulting from faulty installation or maintenance, you shall be required to repair any damage to your unit at your sole cost and expense, to the satisfaction of the Board.

#### IN GENERAL

You must obtain written Board approval before you make any exterior alterations to your unit. The Board will require any unauthorized alteration to the Common or Limited Common area, to be returned to its original state at the unit owner's sole cost and expense. If, after written notification by the Board, the unit owner does not return said area to its original state, the Board will make the necessary corrections. In such a case, the unit owner shall be assessed all costs associated therewith, including reasonable attorney fees if applicable.

Please include the following in your submission for Board approval:

- If your project requires a contractor, please include your contractor's Certificate of Insurance naming Country Hill Estates as the certificate holder, that provides liability and workman's compensation insurance coverage,
- City of Nashua building Permit, if required,
- any illustrative material you wish to provide to aid the Board in making a decision,
- and your signed two page request form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

COUNTRY HILL ESTATES

**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 proposed location and type of alteration. (Please attach a drawing if applicable).

As acknowledged by my signature below, I will comply with all of CHECA, City and State regulations and requirements for installation, maintenance/repair, use and/or removal of the above requested alterations. I will assume liability for any personal injury and/or property damage to CHECA's Common/Limited Common areas that occur due to the above requested alteration, maintenance/repair, use and/or removal. I further agree to cure any damage to the Common/Limited Common areas resulting from the installation, maintenance/repair, use and/or removal of said alteration.

I agree that said alteration shall be at my sole cost and expense. Additionally, I agree that the repair of any damage to the Common/Limited Common areas and/or Unit damage resulting from said alteration, shall be at my sole cost and expense, including reasonable attorney's fees.

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

I also understand that if this project is approved, the Approval is only good for 90 Days. If the project has not been started within the 90 day period, I must reapply before proceeding with the project.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Office Use Only*

**Submit to:**  
Resolution Property Management, LLC  
1 Hardy Rd #391  
Bedford, NH 03110-4915

Board Approval Date: \_\_\_\_\_

By: \_\_\_\_\_