

Cheesequake Village Association

Owner's Request For Minor Alterations

Owner's Name _____ Phone # _____

Owner's Address _____

Type of Alteration _____

**OWNER GUARANTEES TO REPAIR OR RECTIFY ANY DAMAGE DUE TO THE ALTERATION
IN PERPUITY AT RESALE OF HOME. BUYER MUST BE NOTIFIED THAT HE IS RESPONSIBLE
FOR THE ABOVE ALTERATIONS**

OWNER'S SIGNATURE _____ DATE: _____ In case of emergency - contact the C.V.A. office by phone or send a note stating when the job will be done and where

Contractor's Name _____

Contractor's Address _____

Contractor's Insurer _____

Contractor's insurance certificate must be attached and include coverage for liability, workman's compensation, completed operation; contractual liability with hold harmless clause.

Drawing plan or blueprint of installation must be attached. Contractor guarantees to repair or rectify any damages to the home due to installation.

Contractor's Signature _____ DATE: _____

CVA Approval _____ DATE: _____

Contractor must notify the CVA upon start and completion of installation. Township & CVA permits are required before alterations may begin.(except in case of emergency.) When replacing A.C. unit, old unit must be removed and area sealed.

PROCEDURE FOR ALTERATIONS

a) Alteration form must be obtained from the office of the Association. This is for any change, installation of common elements i.e. patios, walks, enclosures, canopies, etc. including tree shrubs and gardens, A/C, furnaces or hot water.

Sanction for any installation form must have the signature of the trustees.

CHEESEQUAKE MANOR/TOWNHOUSE - No extensions on ground or second level OK to enclose upstairs patio or ground level. END UNITS may extend entrance with permission from BOT.

GETTYSBURG (upper level) OK to enclose existing patio. with appropriate columns.

GETTYSBURG (lower Level) enclosure permitted. May be extended no more than 7' from sliding door and 11' along side of building from utility room.

Williamsburg (ranch) enclosure permitted. may be extended not more than 8' from sliding doors and 11' along side of building.

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ANY DEVIATION MUST BE DISCUSSED WITH THE BOARD OF TRUSTEES.

- B) material used in exterior construction of enclosures must be of non-maintenance type such as glass or aluminum and must match the building.
- C) Enclosures to be attached to existing structures, no free standing summer houses permitted.
- D) No outside structures permitted such as tool sheds, tool boxes or kennels.
- E) Any installation without permission signed by the Board of Trustees is totally unauthorized. Any changes made to the property without authorization or no information in the specific file of a unit owner will be considered illegal and subject to removal. Appropriate legal action will be taken to order removal of any such change in the unit.
- F) Under no circumstance will the Cheesequake Village Assoc. be responsible for the maintenance, upkeep, repair or insurance of any addition or enclosure either inside or outside of such addition or enclosure. This shall remain the responsibility of the homeowner making such changes and their successor.
- G) Requests for construction of enclosures, additions, walks or canopies shall have attached to the alteration form drawings or sketches of "front view", "elevation", "width", "depth" and "length". Dimensions shall be shown in all details before approval and materials to be used must be stated. No approval without this information.
- H) Contractor is required to produce to the Association a letter head of the company, Certificate of Insurance and license prior to beginning of installation.
- I) If in the future, any change to the original structure that may cause a problem or detract from the look of the property as determined by the association shall be removed.

OWNER SIGNATURE _____ Date: _____

Proof of work done must be given to the office for your file for vent cleaning, electrical work etc.

May 2018