

Property Modification Application

This application is required for any work that includes modifications to any unit in Mountain Shadows. A few examples are removing or relocating any interior walls, remodeling of kitchens/bathrooms, improvements in basements, window replacements, fireplace conversions. Questions can be directed to Preferred Management at Kimberly@prfmgt.com or 201-358-9399.

This form must be submitted and approved before any work is started.

Application Date _____

Owner Name: _____

Mountain Shadows Address: _____

Email Address _____

Tel # _____

Is this a Fast Track Request? (Please see Checklist for Remodeling/Construction Projects) Yes No

Modification Description: _____

- Fast Track projects typically do not require anything other than the modification description as long as the specifications on the Mountain Shadows website are used.
- General Projects must provide the following information:
 - Architect/Engineering plans
 - Material Specifications
 - Photos of area being reviewed for approval.

The Board of Directors will review and respond in writing within 30 days of this request. Additional information may be requested prior to final approval.

Property Modification Application

Upon approval the following documents must be provided to Preferred Management before any work can be started.

- Unit Owner may be required to sign a Hold Harmless agreement -Preferred Management will advise
- Photocopies of permits (if required) must be sent to Preferred Management
- Vendor Information Form completed and sent to Preferred Management
COI must be included with Vendor Information Form

I/We represent that:

I/We are the lawful owners of the premises.

I/We agree to abide by the terms and conditions of the approval procedures, the Declaration of Covenants and Restrictions, the By-laws, and the Rules and Regulations of the Mountain Shadows Condominium Association as they apply to this application.

Signature of Owner

Date

(For Board to Complete)

Date Received _____

Approved _____

Conditionally Approved _____

Denied _____

Board Member Signature

Date