

The Common at Sinnott Farm, Inc. Alterations, Additions, or Improvements APPLICATION PROCESS

The Common at Sinnott Farm appreciates your interest in making improvements to the exterior of your home. Our documents provide a written basis for decision-making regarding owner requests for modifications to the exterior of their home. The word “modification” refers to alterations, additions, or improvements. All **approved** modifications referred to herein are to be maintained and kept in good order by the requesting Homeowner.

1. **Written Approval Required: BEFORE** commencing any work to the exterior portion of your property, a written request must be submitted to and **approved** by the Covenants Committee.
2. The request must include:
 - A sketch or plan, preferably to scale, relating to the modification(s) proposed for the exterior of the home. The plan will need to show dimensions of the proposed modification.
 - The location of any utility or service point that is within three (3) feet of the modification. Even though you are on private property, you may be required to “call before you dig”. Please call the State agency, CBUD @811.
 - Detailed specifications of the modification, including the description of any physical objects that are part of the modification. Physical objects include living trees, patios, walkways, or walls, trellises, pergolas, lattice works, archways, deck structures (either raised or at ground level), small buildings (such as sheds), gazebos, playscapes, playhouses, ornamental items, wishing wells, small windmills, flagpoles, or benches.
 - Name of Contractor(s), Product Data, warranty, and other related and helpful documentation.
 - A Request for Alterations, Additions, or Improvements (Request for Approval Form) is available for use. The Bylaws/Covenants Committee has 14 days from the date of submission in which to respond. Any Appeal of the decision made by the Covenants Committee shall be as stipulated in Section 7.4 – Appeal Process of the Rules and Regulations of The Common at Sinnott Farm Effective 10/1/2017.
 - Prior to any work being performed, the completed Request for Approval Form **MUST** either be mailed to Sentry Management, Inc. 111 Founders Plaza, Suite 501 East Hartford, CT 06108 or emailed to Diane Prescod at rosecat415@yahoo.com