



**South Cove Heights Condominium Association
Variance Request Form**

Name: _____
Home Address: _____
Eastman Property Address: _____
Phone number _____ Email: _____
Date Submitted: _____ Date Received: _____

IN ACCORDANCE with Article 5, Section 5.6 of the South Cove Heights Declaration of Condominium By-Laws, I [we] request the following Addition, Alteration, and/or Improvement in/to my [our] unit.

[attach additional pages as needed]:

[PLEASE ATTACH A DETAILED DRAWING AND/OR PLAN THAT INCLUDES ALL SPECIFICATIONS. Propane Requests must include a diagram of new tank location and lines; if an existing tank is being used, the Propane Provider must supply a list of existing units currently using the tank.]

Please note there is a \$100 Performance Bond required for all requests for an Addition, Alteration and/or Improvement. Payment must accompany the request [Payable to SOUTH COVE HEIGHTS Condo Association] and will be refunded to the Unit Owner following the satisfactory inspection of the Addition, Alteration and/or Improvement by an Association Representative, or upon receipt of a written withdrawal of the request by the Unit Owner. The Board reserves the right to waive the Performance Bond on any project that in the opinion of the Board of Directors has no impact on adjacent units and/or minimal to no impact on the structure.

Is this an amendment or appeal to a previous request: yes [] no []

If yes, approximate dates of previous request: _____



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1. No work or commitment of work will be made by me until I have received written authorization from the Association's Board of Directors; I will comply with the conditions of this document and the conditions of the written Board approval;
2. All work will be done at my expense and all future maintenance, repairs and/or replacements will remain the unit owner's expense; in addition, I may be required to sign and return a Transfer of Responsibility Form to be recorded at the Sullivan County Registry of Deeds prior to the commencement of work; I [we] will be responsible for all costs associated with the recording fees;
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by the contractor and/or sub-contractors; I will be responsible for complying with all the conditions of the Board approval and to correct any substandard work;
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other SCH Unit Owners; contractors must comply with all SCH and ECA rules regarding noise levels and approved hours of work;
5. I will provide any necessary abutter approvals to the Association upon request of the Board of Directors;
6. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work. Contractor's including all Sub-Contractors' Liability and Worker Compensation Insurance proof of coverage shall be provided to the Board of Directors prior to any work being commenced. All propane, plumbing and electrical contractors must be insured and licensed; a copy of their insurance and license will be provided to the Association;
7. I will be responsible for the conduct of all personal, contractors and their employees who are connected with this work;
8. I will obtain prior Board permission for the location of utility trailers and/or a dumpster if one is needed for debris disposal;
9. I will be responsible for complying with all applicable Federal, State, Town of Grantham, ECA/ECC laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary permits and approvals required. I understand that the South Cove Heights Condominium Association, its Board of Directors, and its Manager have no responsibility with respect to such compliance and the Board of Director's approval of this request shall not be understood as the making of any representation or warranty that the plans, specification or work comply with any law, code, or regulation.
10. The Contractor's Name and Phone Number is: _____



(802) 209 3232



PO Box 66, Windsor VT 05089



eastmancoa@rivervalleypm.com



11. If approved, the work should start on or about _____ and be completed on or about _____; I further agree to notify the Association within 15 days of completion of these modifications for the purpose of scheduling an inspection if the Board deems it necessary to determine that the modifications performed are in accordance with the application;
12. The approval authority granted will automatically expire, unless a written extension is received and granted, should the above requested work not be completed within 12 months;
13. I understand that all sketches/drawings, material list, specifications, Contractors and Sub-Contractors Names, Contact Information, Certificates of Insurance [including both Liability and Worker's Compensation [where applicable] for all workmen and copies of propane, plumbing and electrical licenses and any other information requested by the Board of Directors must accompany this request otherwise my request will be denied until all terms of this agreement are complied with.

This FORM is NOT an approval. The Board of Directors will issue their written decision and any mandatory conditions to the Unit Owner within the time frame required by the South Cove Heights Bylaws. If there is any conflict between the conditions outlined in this Alteration Request Form and the Board of Directors written decision, the Board of Directors final written decision shall supersede the conditions noted in this document.

I/We understand and agree to the aforementioned provisions and agree to comply with the Board of Directors written decision and conditions:

Owner's Signature

Print Owner Name

Owner's Signature

Print Owner Name

All Board correspondence should be directed to the Association's Management Company,
River Valley Property Management @
PO Box 66, Windsor VT 05089 * Telephone 802.209.3232 *
Email: eastmancoa@rivervalleypm.com or via the Appfolio portal