

# COLECROFT STATION CONDOMINIUM UNIT IMPROVEMENT APPROVAL REQUEST FORM

Per Section 5.7 of the Bylaws, no unit owner shall make any structural addition, alteration or improvement in or to the unit without the prior written consent of the Board of Directors. The following application must be completed and delivered to the Site Office for presentation to and approval by the Board along with the contractor plans and specifications for the proposed alterations.

Building Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Unit Owner (s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Detailed Description of Work:

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Estimated Start and Completion Dates: \_\_\_\_\_

Insured and Bonded Contractor Name: \_\_\_\_\_

(Insurance Certificate attached - Naming Colecroft Station Condominium Association as additional insured)

Contractor License #(copy attached) \_\_\_\_\_ Phone \_\_\_\_\_

Work causing noise that may be heard in other units, e.g. banging, hammering and sawing, may be performed between the hours of 8am and 5pm, Monday through Saturday. Notify the Site Office 5 days in advance for which days will be noisy so neighbors can make other arrangements. No such work is to be performed on Sunday or Holidays. Unit Owners will call the Site Office (703-684-9064) in advance to schedule elevator padding and lockdown for contractor deliveries. Any wood floors must be 80% carpeted. Deep kitchen sink installation must be installed by a licensed plumber.

Unit Owners are responsible for vacuuming and picking up debris in the Common Areas and elevators that the contractors may have left behind. Unit Owners are responsible for ensuring that contractors in their employ do not damage the common elements or cause undo disturbances to residents.

Unit owners are responsible for determining and obtaining all necessary permits.

Unit Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_