
IMPROVEMENTS/ALTERATIONS PROCEDURE FOR MEMBERS

If you are contemplating a change to your unit, please fill out an Application for Suite Improvement Form, remembering to enclose a floor plan of the unit with the requested change on the drawing.

1. Submit the form to the Maintenance Committee.
2. The request will be reviewed by the Maintenance Committee and approved or rejected.
3. If the request is rejected you may appeal the decision to the Board of Directors.
4. If the request is approved, the member may proceed with the change specified under the supervision of the Maintenance Committee. NOTE: All architect/engineer fees, permits etc. should they be required shall be the responsibility of the member.
5. The Maintenance Committee will inspect the completed change made to the unit for FINAL APPROVAL.
6. If the completed change is not approved, then the member must upgrade the work to Maintenance Committee standards.
7. If the Maintenance Committee finds that the change does not meet their standards and DOES NOT issue final approval, the member may seek approval from the Board of Directors.
8. The member must obtain written approval from the Maintenance Committee for the change to proceed.
9. Copies of the improvement request will be kept in the member's file, unit file and by the individual member.

APPLICATION FOR SUITE IMPROVEMENT

Member: _____ Date: _____

Address: _____ Phone # _____ Bldg No. _____

Requested by: _____

Description of work done: _____

Reason for work to be done: _____

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Estimated cost: \$ _____ Co-op Assistance Required: \$ _____

Signature: _____:

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FOR MAINTENANCE USE ONLY

Date of Application: _____ Application Approved _____

Final Approval: _____ Not Approved _____

Reason for not approving: _____

Re-Inspection Date: _____ Final Approval Date _____

Approved by: _____

Finance Committee Approval: \$ _____ Date: _____ 2014

By: _____

Signature

Approved December 8th 1986. [Board]

Updated December 3rd 2012