PINEWOOD VILLAGE

CONDOMINIUM ASSOCIATION

Unit Renovation / New Construction Request

Managed by Woodard Associates LLC

OWNER INFORMATION

Date: _____ Unit #: _____

Name: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

TYPE OF PROJECT (check all that apply)

Interior: ☐ Flooring ☐ Plumbing ☐ Electrical ☐ Gas Lines ☐ Door(s) ☐ Other:

Exterior: ☐ Windows/Doors ☐ Heating ☐ Foundation ☐ Deck ☐ Other:

PROJECT DETAILS

Attach drawings, brochures, pictures, and description of proposed changes to help the Board understand your proposal:

Description of interior changes that might affect structural integrity or impact other units:

DOCUMENTATION & FEES

Documentation confirming contractor(s) insurance: ☐ Yes ☐ No

Inspection fee received: ☐ At start of project ☐ Middle ☐ End

OWNER'S ACKNOWLEDGEMENTS

I understand and agree that:

1. Owner is responsible for confirming contractor(s) is adequately insured and has a copy of the liability insurance information.
2. Owner is responsible for obtaining the necessary building permits inside (specifically electrical and plumbing) and outside prior to start of construction, and for complying with all zoning and building codes.
3. Approval is contingent upon all work being completed within six months after construction begins.
4. Owner is responsible for ensuring that all Common Areas, including driveways, walkways, and Common Areas are kept free and clean of construction materials and debris. Construction debris must be stored in the garage or hauled off daily.
5. Owner is responsible for ensuring that workers do not clean painting tools, sheetrock mud or other similar material in any drain, exterior roadway, parking area, or in the landscaped areas of the Village. Cleaning should happen off premises.
6. Owner understands that inspections may be required, and may be more than once, during the project to ensure proper installation. The cost is $_____/hour.

Unit Owner Signature: _____ Date: _____

BOARD ACTION

Date request received by Board: _____

☐ Revise & Resubmit ☐ Rejected ☐ Approved ☐ Approved as noted below:

_____

_____

Board President: _____ Date: _____

UPON COMPLETION

Date inspected: _____

In compliance: _____

Not in compliance on: _____

Action taken: _____

Board President: _____ Date: _____

13.4 sec. 3 Bylaws: Each Unit Owner shall be required to notify the Board of Directors of all improvements made by the Unit Owner to his/her unit, the value of which is in excess of Two Thousand Dollars ($2,000.00). Each Unit Owner shall notify the Unit Owner's insurer of all improvements to his/her unit.