

Villa Belmont Condominiums *Villabelmont.com*

60 Welsh Tract Road #2B, Newark, DE 19713 Voice: 302 368 1633 Fax: 302 368 7265 Email: Villabelmontca@aol.com

Common Elements Modification Request Form – 2

Homeowner's Name (s) _____ Date _____

Property Address _____ Phone _____

INFORMATION - Villa Belmont Condominiums Council has legal authority over all Common Elements, including all building exteriors within the community. Council has required that any proposed modification to the Common Elements be submitted in writing before requests will be considered. This form will be reviewed by the Council and approved or disapproved. If disapproved, you have the right to appeal within thirty (30) days to the Council for reconsideration. Council's decision is final.

INSTRUCTIONS - Complete this form making certain that you understand and can comply with all portions prior to signing. Prepare a sketch and a written description of the proposal in sufficient detail to permit the Council to render a decision. Please have your sketch signed and dated by the person who created it.

PROPOSED EXTERIOR OR COMMON AREA MODIFICATION

Description (Location, Dimensions, Shape, Color, Materials) Sketch or photograph must be submitted.

Attach additional sheets listing any other pertinent information.

Name and address of Contractor (if applicable)

Statement of Contractor's insurance coverage must be faxed to VBCA @302 368 7265 directly from the Insurance Carrier with Villa Belmont Condominium Association named as additional insured.

I (We) assume all related costs of maintenance and insurance connected with this work; I (We) understand that all expenses related to this work, including any resulting damage to the Common Elements, Other Units, and any personal property is my (our) responsibility and I (We) agree to save Council harmless from any and all liability which may result from any approval;

Homeowner's insurance Information relating to this work:
Insurance company name, policy number, policy limits, period of coverage.

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I (WE) HAVE READ THE REQUIREMENTS AS OUTLINED IN THE COMMON ELEMENTS MODIFICATION PROCEDURES AND GUIDELINES AND THIS REQUEST FORM AND, IN THE EVENT THAT THE ABOVE REQUEST IS APPROVED, I (WE) AGREE TO AND SHALL ABIDE BY ALL OF THE FOLLOWING:

Permit members of Council and its appropriate agents to make reasonable inspections related to this proposal;

Permit members of Council and its appropriate agents to take pictures of the work when the exterior modification entails modifications to the exterior walls. I (We) understand that these pictures will be obtained when the approved contractor has the exterior opened and before the sheet rock is installed;

Inform future buyers of any maintenance responsibilities connected with this modification, and will include these conditions in the Agreement of Sale according to the CC&R Form (Article 7); (or other equivalent requirements) prior to the sale of this unit.

Assume all responsibility in assuring that related Local, State and/or Federal Building Codes and Laws are adhered to.

Not proceed with any work until I (We) receive a copy of this form designating approval for this project as outlined.

HOMEOWNER'S SIGNATURE_____

To be entered by Staff:

Date submitted to Staff_____ Date reviewed_____ By_____

Approved_____ Additional Terms or Notes_____

Disapproved_____ Explanation_____

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Enclosures, replacement windows, screens and screening shall conform to the existing appearance, color, design, material, and manner of installation. The closest match for window and enclosure color is Andersen Terratone. You are not required to choose this product, but you are required to find a very close match.

A completed Form 2 must be submitted to the office and approved prior to work progression.

You may replace the windows yourself, as the home owner, if you wish.

Villa Belmont does not endorse nor recommend or benefit from your utilizing the following contractors, but one or more of your neighbors utilized their services and was very pleased with the completed work. Villa Belmont is not familiar with their business ethics nor their workmanship. If any of the following Contractors cannot be reached, please do not contact us, we are supplying you with all the contact information we have for them. Also, this list is complete with any and all contractors we are aware of. We do not have and cannot supply you with any cost information.

Patio Enclosures @ 215-245-1100, P. J. Fitzpatrick @ 302-689-0181, are pre-approved contractors. You will still need to submit the completed Form 2, but the previously mentioned contractors are familiar with our rules and regulations as well as our specifications for window installation.

Contractors utilized for the unit are not permitted to utilize the common area utilities. Contractors are not permitted to utilize the dumpster room area for the disposal of any items.

All unit work is to be contained within the unit. Homeowners may allow the contractor utilization of the homeowner's patio/balcony, but care must be taken by the contractor not to cause debris to enter the common area.

Observance and compliance with the Rules and Regulations depend greatly on individual and group cooperation. Each Unit Owner shall be held accountable for any violation of the Rules and Regulations whether the violation was committed by Them, Their Occupant, Tenant, Guest or Contractor. Contractors are expected to adhere to the Villa Belmont Rules and Regulations.

Contractors must make arrangements with the unit owner or unit owner's designee for entrance/exit to building and unit.

Fines will be imposed immediately to the unit owner if Security door and/or Hallway Fire door is/are propped open whether this violation is committed by Them, Their Occupant, Tenant, Guest or Contractor.