

**UNIT ALTERATION
APPLICATION AND AGREEMENT FORM**

THIS UNIT ALTERATION APPLICATION AND AGREEMENT is made this ____ day of _____, 2003, by **Unit Owner(s)** _____,

(name(s)/unit number)

in accordance with the Bylaws and for the benefits of Summer Ridge Condominium (“the Association”).

Recitals

- A. Unit Owner(s) wishes to alter the interior of Unit ____ in order to complete the following work: _____

(further described on the Plans and Specifications attached hereto as **Exhibit A**).
- B. Prior written approval for interior unit alteration work is required to be obtained by the Unit Owner(s) from the Association.

NOW, THEREFORE, in order to obtain the written approval of the Association for this proposed work, the Unit Owner(s) agrees as follows:

1. Unit Owner(s) shall not commence any interior unit alterations until he/she has obtained the written approval of the Association for such work.
2. Unit Owners(s) has submitted with this form, as **Exhibit A**, a complete copy of the Plans and Specifications for the proposed interior alteration work. Unit Owner(s) understands and agrees that the Association’s architect shall review the Plans and Specifications and advise whether any changes are recommended prior to the Association approving such work. Unit Owner(s) shall reimburse the Association for the cost of its architect review.
3. Unit Owner(s) agrees that once the Plans and Specifications are approved y the Association, Unit Owner(s) shall make no changes or additions to them without reseeking the written approval of the Association.
4. Upon completion of the construction, the Association’s architect shall inspect the area to ensure that it was constructed in accordance with the approved Plans and Specifications. Unit Owner(s) shall reimburse the Association for the costs of such inspections. If is it determined that the construction was not completed in accordance with the approved Plans and Specifications, Unit Owner(s) shall have 30 days from the date of notice to correct the deficiencies. If such deficiencies are not corrected within the 30 day time period, the Association may withdraw its approval, and the Unit Owner(s) must restore the unit to its condition prior to the alteration work.
5. Unit Owner(s) shall obtain and maintain property and liability insurance for the unit work in an amount satisfactory to the Association. The Association shall be named as an

additional insured on Unit Owner's policies. Evidence of such insurance shall be submitted to the Association at the time of executing this form.

6. Unit Owner(s) shall indemnify and hold harmless the Association, and its Member, directors, officers, employees and managing agent, from and against any and all claims, demands, costs, damages, injuries, proceedings or causes of action of any kind whatsoever, including incidental costs and attorney's fees, arising in connection with this interior unit alteration work or the acts or omissions of Unit Owner(s) or its agent, employees or contractors while performing this work or while on the property of the Association.
7. Notices required hereunder shall be in writing and shall be hand delivered or mailed, first class postage prepaid, to the Unit Owner(s) at the Unit and to the Association c/o: On-Site Management Office. Notices sent by first class mail shall be deemed received two days after deposit in the U. S. Mail.
8. Unit Owner(s) agrees to pay for the architect costs specified in this Agreement within 30 days of receipt of an invoice from the Association. If such costs are not paid in a timely manner or if the Unit Owner(s) is otherwise in default of this Agreement, the Association is authorized to charge the Unit Owner(s) a \$25.00 late fee and interest at 10% per annum on the amounts outstanding and commence collection action. All legal fees and costs related to such collection action shall be the Unit Owner's responsibility.
9. Neighbors Acknowledgement:

You are requested to obtain the signatures of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicates an awareness of your proposed change and **does not** constitute approval or disapproval on their part. Concerns regarding the proposed project by the signers should be addressed to the managing agent immediately.

Name: _____
Address: _____
Lot _____
Signature: _____

Name: _____
Address: _____
Lot _____
Signature: _____

Name: _____
Address: _____
Lot _____
Signature: _____

Name: _____
Address: _____
Lot _____
Signature: _____

IN WITNESS WHEREOF, the Unit Owner(s) has executed this Application and Agreement Form as of the date first set forth above.

UNIT OWNER(S)

Name/Unit Number

Name/Unit Number

* * * * *

To be completed by Summer Ridge Condominium Association

Plans and Specifications approved _____
(Yes/No)

If No, the reason for disapproval: _____

By: _____ / _____
Association Officer Date

SUMMER RIDGE CONDOMINIUM
c/o CMC
P. O. Box 10821
Chantilly, Virginia 20153
703-631-7200
703-631-9786 FAX

**Practices and Procedures for Unit Owners/Contractor's
to follow when undertaking Unit Renovation Work**

1. Extreme caution is expected as old and new items, such as appliances, cabinets, construction demolition or new material are moved in and out of the hallways so as not to damage walls, wall surfaces, flooring, lighting fixtures, lighting, and to any other common element(s) or doors to any unit. Any damage to condo property will be the financial responsibility of the unit owner. It is the unit owner's responsibility to collect from the contractor.
2. It is necessary to clean up any mess left in a hallway, and other surfaces. Please make sure a broom and dustpan are available for your contractor. Otherwise the Association will charge the Unit owner for clean up costs.
3. Unit owner must notify all tenants in the building at least 48 hours in advance of interruption of any utilities.

Water may not be shut-off until the resident's plumber arrives.
4. All work should start no earlier than 8 a.m. and be completed by 6 p.m.

Resident cooperation by making sure their contractor adheres to these procedures, minimize disruptions in the hallways and keeps other residents happy. Thank you for your help.