

# Penobscot Shores Association Improvement Request Form

In accordance with Section 6 (see excerpt below) of the Residency Agreement, approval is required prior to initiating planned unit improvements.

6. *Alterations and Modifications* - Resident may, at Resident's expense, make nonstructural alterations to the Unit (including painting, wallpapering, building of attached bookcases, and similar typical home improvements) with the prior written approval of the Manager. For safety, reasons Resident agrees not to replace or add any locking devices to the Unit.

Resident will be permitted, at Resident's own expense, to make reasonable modifications to the Unit if the proposed modifications may be necessary to afford Resident or an approved occupant of the Unit the full enjoyment of the premises. Permission to make any such modification may be conditioned on Resident's agreement to restore the Unit to the condition it existed before the modification, reasonable wear and tear excepted. Resident must provide the Manager with a reasonable description of the proposed modifications as well as reasonable assurances that the work will be done in a workmanlike manner and that any required building permits will be obtained.

Resident Name(s): \_\_\_\_\_ Unit #: \_\_\_\_\_

Who will do the actual work on this improvement? \_\_\_\_\_

Describe the improvement you propose. Attach additional pages as needed. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated project cost: \$ \_\_\_\_\_

I understand that because Penobscot Shores is a housing cooperative, modifications require prior approval by the manager. Prior to starting any work, the manager must receive a Certificate of Liability Insurance with limits of 500,000/1,000,000 minimum from the contractor.

I understand the manager will act on this request within (30) thirty days of receipt and contact me in writing regarding the decision. I agree not to begin construction/installation without written approval from the manager. I understand that all construction shall meet required codes, and that manager approval does not override required codes, but rather, is intended to work in conjunction with them.

\_\_\_\_\_/\_\_\_\_\_  
Shareholder/Resident 1 Signature (mandatory)      Date

\_\_\_\_\_/\_\_\_\_\_  
Shareholder/Resident 2 Signature (if required)      Date

\_\_\_\_\_/\_\_\_\_\_  
Estimated Start Date      Estimated Completion Date

**MANAGER USE ONLY:**

Comments/suggestions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Executive Director Signature      Date

- Approved       Denied
- Restoration Required