

*SEASONS ON MOUNT SNOW COA, INC.
POST OFFICE BOX 430
WEST DOVER, VERMONT 05356
(802) 464-3640
(802) 464-3642 FAX
seasons@sover.net E-mail*

APPROVAL PROCEDURE FOR UNIT MODIFICATION

Modifications to the interior of a Seasons unit require the following items:

1. Provide a document outlining your intention to modify your unit. A written explanation of the desired modification must be prepared by you, the titled property owner. This request must include both a written and graphic evaluation of the proposed change prepared by a registered architect/engineer establishing the viability and constraints (or limitations) of the proposed modification. Additionally, you must include
a) A schedule of when the work is to be performed and by who (please list all contractors and subcontractors); **The unit owner must provide a current certificate of insurance from the contractor(s) and appropriate licensure of the contractor(s) if any applies;**
b) A waiver of liability holding the Association harmless for all work (and the latent effects of all work) performed. (This waiver must note that it shall survive the current Owner, and become a part of the permanent record of the unit). The Board may, at its discretion, require additional information be provided by you in evaluation of the proposed modification. This includes the requirement to inform adjacent unit owners and others that may be impacted by the proposed modifications.
- 2) Deliver this package to the Board via the management office (for distribution to Board members) no less than three (3) weeks prior to the next regularly scheduled board meeting.
- 3) Once the Board has determined that all supporting documentation necessary for the rendering of a decision has been received, it will review the proposal (which may include input from DLI or the Association's counsel, and a tour of the unit in question). The item will then be placed on the agenda of the next regularly scheduled board meeting for the purpose of discussion and the rendering of a decision on the request.
- 4) The Board will notify the Owner in writing authorizing, or rejecting the proposed alteration no more than two (2) weeks following the rendering of its decision. No response does not mean your request has been approved.