

**MT. MANSFIELD TOWNHOUSE ASSOCIATION OF OWNERS
P.O. Box 914 * STOWE, VERMONT 05672
(802) 253-4120**

SAMPLE MODIFICATION APPROVAL LETTER

Date _____

RE: UNIT ___ MODIFICATION APPROVAL

Dear _____,

The Homeowners approved your modification project on ___(date)_____. This approval is based on the drawings and blueprints attached and made part of this agreement which have been signed by the Director (Buildings) and Association Manager. This approval is contingent upon the following conditions:

- 1) Modification to be built per the drawings, using the type and specifications of building materials specified on the drawings and/or that were used on the original construction of Unit _____. All exterior siding and painting will be compatible with existing colors.
- 2) Construction work will not start before 8:00 AM or continue after 4:30 PM, Monday through Friday. No exterior construction will be done on Saturday or Sunday without prior Board approval.
- 3) No pets, no smoking, and no loud music on premise by contractors.
- 4) Any construction dumpster used will be placed in the parking lot of Building _____. Location of the dumpster will be determined by the Association Manager and/or Director(Buildings.) The dumpster will be removed as soon as the construction is completed *or before December 15, 201x, the start of the holiday season or other vacation week, if applicable.*
- 5) Any lawn, landscaping material and/or asphalt walks damaged during construction will be replaced at your expense.
- 6) All construction will meet local and State building codes. All necessary permits will be obtained including a State Land Use permit, if necessary. Copies of permits must be supplied to the Director(Buildings) and Association Manager.
- 7) The contact information of all contractors working on the project will be provided to the Director(Buildings) and Association Manager.

- 8) You have a two-year time period to complete this project starting from the date of your acceptance signature on this approval letter.
- 9) If construction is not being done according to approved drawings and specifications, the Townhouse building director will issue a written "Stop Work Order" which will go into effect on the date of the letter. No additional work can be done until all items listed in the "Stop Work Order" letter have been corrected and accepted by the Director (Buildings) in writing.

Indicate your acceptance of the above "Conditions of Approval" by signing in the space provided below. Initial and date each drawing. Send to:

Mike Martin
ARFA Property Management, Inc.
PO Box 914
Stowe, VT 05672

APPROVED:

John Thurgood, MMTH Building Director Chair

Date: _____

ACCEPTED:

Homeowner name

Date: _____