

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

Date _____

Homeowner name
Homeowner@email.com

RE: UNIT xxx 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 Property 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 xxx. All exterior siding and painting will be compatible with existing colors.
- 2) Construction work will not start before 8:00 AM or continue after 5:00 PM, Monday through Friday. No exterior construction will be done on Saturday or Sunday without prior Board approval. With prior approval of the adjacent neighbors, interior work can start at 7:00 am.
- 3) Any construction dumpster used will be placed in the location determined by the Association Property Manager, in the parking lot of Building xx. The dumpster will be removed as soon as the construction is completed or before December 15, 20xx, the start of the holiday season. No dumpsters are allowed between December 15th through April 15th. Construction trailers are only allowed in building parking lots during the week.
- 4) Any lawn, landscaping material and/or asphalt walks damaged during construction will be replace at your expense.
- 5) 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 Association Property Manager.
- 6) You have a two-year time period to complete this project starting from the date of

your acceptance signature on this approval letter.

- 7) 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. Return the signed duplicate copy of this letter and one set of the drawings to:

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

APPROVED:

_____ Date: _____
John Thurgood, MMTH Building Director Chair

ACCEPTED:

_____ Date: _____
Homeowner name

DULY ADOPTED POLICY
BOARD OF DIRECTORS
JULY 17, 2017