

BEAVERDAM RUN CONDOMINIUM ASSOCIATION

One Stony Ridge – Asheville, NC 28804

ALTERATION REQUEST (for Address _____)

Please submit the completed form for Board approval using the ALTERATION SUBMIT mail slot after signing on page 2. The Architectural Standards Committee is available to assist you with your Request.

Do not start an Alteration before an approval correspondence has been received from the Board. Proceeding with an Alteration that has not been approved can result in expensive restoration costs for you, and/or fines. PLEASE DENOTE TYPE OF ALTERATION BELOW.

- Structural** Alteration (e.g., changing walls, ceilings, digging out a crawl space) Req. Board Approval
- Any Exterior** Alteration (e.g., decks, patio, lighting, stairs, windows, doors) Req. Board Approval
- Any Renovation/Remodel requiring a Certificate of Insurance (e.g., work you contract others to perform: painting, flooring, electrical, plumbing, HVAC, etc.)

If in question, the Architectural Standards Committee is authorized to determine which projects require approval by the Board and with which projects the unit owner is able to proceed. The Alterations section of the Association’s Rules and Regulations has more detailed definitions.

Description of proposed project (please be as specific as possible):

If further explanation/description is required, please attach it to this form and check → Attachment

Name and Address of Contractor and all Subcontractors – If no contractor will be used, state “None.”

Please sign on page 2, agreeing to the additional requirements noted there.

For Board/Committee Action Only

- Approval Not Required**
 Approved As submitted
 Added Info Needed
 Conditional Approval
 Disapproved

Notes: _____

If additional Board comments are included, attach to this form and check → Attachment

Board of Directors/Arch Std Comm: _____ **Date:** _____

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Approval from the Board of Directors for any renovation, repair, modification, or improvement (hereafter called an Alteration) to a Unit or Limited Common Area contiguous with that Unit by its Owner is contingent on the following conditions:

- 1) All Alterations are to be done in compliance with City of Asheville and other pertinent Building Codes. For any new or restorative construction, your signature below signifies the work shall be designed and constructed/installed to conform to applicable Building Codes when this form is submitted for approval.
- 2) No Alteration shall be done that will impact adversely on the structural integrity of the Owner's Unit or any other Unit nor shall it negatively affect the Association's insurance coverage.
- 3) Maintenance of approved Alterations shall become the responsibility of the Unit Owner, **not** the Association, and may be subject to removal or restoration upon the sale of the Unit to a new Owner.
- 4) When selling the Unit, inform the new Owner of all prior Alterations made to the Unit and its Limited Common Elements since the new Owner will become responsible for maintaining and repairing those Alterations. **KEEP THIS FORM AND APPROVAL CORRESPONDENCE, AND INCLUDE WITH OTHER BEAVERDAM RUN DOCUMENTS AT THE TIME OF SALE.**
- 5) The Unit Owner will be held responsible for the performance of all retained Contractors and their employees. Please give careful attention to the following when using a contractor:
 - a) Check into your Contractor's past performance.
 - b) You are advised not to retain the services of any Contractor without a clear, written understanding of their responsibilities with respect to the Common and Limited Common Elements surrounding your Unit and their responsibility to return them to their original condition. See items d) and e) below.
 - c) All Alteration, Renovation, or Remodel work must be performed by a licensed and insured entity or individual. Commercial Liability coverage at limits required by BRCA must be documented by a Certificate of Insurance (COI) from the General Contractor and all Subcontractors. Consult the BRCA Insurance Committee for questions about the required level of coverage. You, your contractors or their insurance agents may submit the COI by email to: BRCA.Insurance@gmail.com
 - d) If the Contractor deems it necessary to park on the lawn, move equipment across the lawn, or in the case of a major undertaking, such as digging out a crawl space, it is essential that the Contractor restore, in a timely fashion, the impacted areas to their original condition, i.e., damaged lawns must be leveled, re-seeded or sodded, damaged plantings must be replaced, damaged mulched areas must be restored and re-mulched, re-sealing of stained or damaged driveways, and all residues of construction (concrete, dirt, debris, etc.) must be removed. Visual evidence of construction must be minimized and removed in a timely fashion (no more than 48 hours).
 - e) All project- and/or Contractor-generated trash must be picked up and disposed of at the end of each day.
 - f) In undertaking any type of Alteration, an Owner assumes sole responsibility for any personal injury, liability and Contractor performance, as well as any damage to the Unit, to any other Unit, or to the Common Elements or Limited Common Elements that the Board determines is caused by the Alteration work. It is the Unit Owner who will be fined by the Board for any such damage. It is suggested that the Unit Owner make appropriate arrangements — an escrow payment or performance bond — with the contractor before proceeding.

It is understood that all costs and related maintenance responsibilities associated with this request will be borne by the Unit Owner. UNIT OWNER HAS READ AND AGREES TO COMPLY WITH THE ALTERATIONS SECTION OF THE ASSOCIATION'S RULES AND REGULATIONS, AND THE REQUIREMENTS THAT ARE STATED ABOVE. Please signify agreement by signing below.

Printed Unit Owner's Name

Unit's Street Address

Printed Email Address

Phone Number

Signature of Unit Owner

Date

HOW TO SUBMIT A REQUEST: Complete this form and attach any supplementary pages that are necessary. Place the entire package in the ALTERATION SUBMIT mail slot (one slot below the Alteration Forms slot) at the Gazebo. Alternatively, you may scan and email your entire submission to the chair of the architectural standards committee. Wait until you receive approval correspondence from the Board before starting any Alterations.