

VILLAGE HILL NORTH LOT OWNERS ASSOCIATION

ARCHITECTURAL VARIANCE – GENERAL REQUEST PROCEDURE

Unit owners may wish to make an Architectural Variance (AV) to their Unit, typically a change to the exterior that is not part of the common projects listed under Policy and Procedures or standalone topics within Shared Documents of the Village Hill North Lot Owners Association website. Any AV, if approved, becomes an improvement that is specific to the Unit and its history. The responsibility of the change(s) to a Unit becomes the Owner's, and all future Owners, with regards to all costs involved: upkeep, maintenance, and repairs after completion. If there is damage caused to any common area(s) at any time during construction of the approved project(s), after the work is completed or in the future, that damage becomes the responsibility of the current Unit Owner to pay for repairs to the common area(s) and return the affected locations to their original state prior to the damage.

Window(s) replacement, adding a storm door to an outside door, motion lighting or needs for Unit Owners with mobility issues are examples of exterior projects that fall into a General Request. Please complete the attached AV Application and submit with any printed material regarding the product(s) that will be used, any color samples, information on your contractor, licensing and their workmen's compensation or proof of liability. If the AV requires a permit from the City of Northampton Building Department or other licensing entity, the Unit Owner is responsible to determine any need for a permit(s) and to pay the fee(s) associated with obtaining the necessary filing for the proposed AV with the City of Northampton and providing copies of the permits with the Application.

Any AV must mirror the same look of the existing area being improved at the Unit, which includes all aspects of the color/style of trim materials, window design/shape/size (including window dividers), door size/design pattern and all metal finishes. **All proposed changes to the Unit exterior must be reviewed and approved, before any work can begin, at the closest Board meeting.** The Unit look should continue to meet the standards of all Village Hill buildings within the community. The Board and Property Manager (PM) reserve the right to request further information, after the request has been received and before approval is given. If your AV is approved, no work can begin until a written notice has been received from the PM. Unit Owner(s) are asked to have their contractor, and any sub-contractors, adhere to the stated hours of construction work at Village Hill (Monday – Saturday 8AM to 5PM, no work on Sundays or posted Holidays) and if there is a need to store certain equipment (including dumpsters, trailers or motor vehicles) outside of the Unit, to obtain approval from the PM before leaving any equipment at the Unit or parked anywhere on the grounds. The Unit Owner(s) must contact the PM once the project has been completed for final inspection to confirm the stated materials, area of work and the finished project match the AV that was approved by the Board and PM.

Any Unit Owner(s) who has received approval of their AV, but needs to change any part of the project, product or contractor, should contact the PM by email: kpm@kendrickmanagement.com or call: (413)-253-0285, before any work begins to confirm no further review will be necessary.

Village Hill North Lot Owners Association
Architectural Variance - General Application

Date: _____

Unit No. _____ Unit Style: Townhouse _____ Garden _____

Type of Architectural Variance: _____

Unit Owner Name(s): _____

Mailing Address: _____

Email Address: _____

Cell/Day Time Telephone: _____ Evening Telephone: _____

Description of Proposed Architectural Variance: _____

Name of Proposed Contractor: _____

Contractor Address: _____

Business Telephone/Cell: _____ Email: _____

Workmen's Comp/Proof of Liability: Y / N Filing Permits: Y / N Type: _____

The undersigned Unit Owner(s) attests to having read and understand the Architectural Variance procedure by submitting this Application and supporting documents. We will follow the Association's current policy concerning changes to the exterior of any portion of a Unit by mirroring all aspects of the existing design, colors, dimensions, and style of the Unit.

Unit Owner Signature: _____ Date: _____

Unit Owner Signature: _____ Date: _____

Attach: Copy of Contractor Specifications/License _____, Finished Materials Information _____, Architectural Drawings/Detailed Sketch of Proposed Change(s) _____ Contractor Proof of Liability Or Workmen's Compensation _____ Filing Permits _____.

Submit all documents with this Application kpm@kendrickmanagement.com or mail all documents to: Village Hill North Lot Owners Association c/o Kendrick Property Management, Attn: Property Manager 2 Bay Road, Suite 100, Hadley, MA 01035

For Kendrick Property Management Use:

Date Received: _____ By: _____

Date Inspected: _____ By: _____