



## Proposal to Modify Condominium Property

Please submit this form to:

CM Property Management 800 Main Street South Suite L2 P.O. Box 690 Southbury, CT 06488

Email: [Cmpm1@cmproperty.com](mailto:Cmpm1@cmproperty.com) Fax (203) 264-6216

### Procedure:

1. Unit owners will submit a completed and signed proposal with all required documentation to CM Property Management. Please note all required documentation must be included in one file/email.
2. After CM Property Management review your request will be forwarded to the Board of Directors for their review and will be added to the agenda to be discussed at the next board meeting.
3. Board approves/denies proposal. If denied, an explanation will be communicated to the applicant.
4. CM Property Management notifies owner of decision.

### Required Documents:

☒ Please check boxes below if included with your application.

1. ☐ A fully completed modification proposal (this document).
2. ☐ Please provide a copy of your contractor's written proposal and their supporting documentation.
3. ☐ Your installer must provide a copy of their certificate of insurance and a copy of their state HIC license.
4. ☐ Description as to location, nature, kind, shape, height, material(s), and color(s) to be used.
5. ☐ Please provide pictures of the area to be modified, drawings/web pages/illustrations, as necessary.

**Failure to provide all this information may delay the review and/or subsequent approval of your request.**

### Description of proposed change:

Please be explicit in your description as to location, nature, kind, shape, height, material(s), and color(s) to be used and attach drawings, as necessary. Failure to provide this information may delay the review and/or subsequent approval of your request. Use a separate page of paper if additional space is needed.

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### Contractor Information:

Company Name: \_\_\_\_\_ CT HIC#: \_\_\_\_\_ Contact Name \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

I, unit owner of # \_\_\_\_\_ (and any successor in interest), understand that I am responsible for the maintenance thereof, both current and future. Additionally, I understand that any modification initiated prior to Board approval will be subject to denial of approval, fine or "undoing" of modification at my expense. These modifications are at my expense. I understand that Lexington Meadows Condominium Association, Inc., will not assume responsibility for maintenance or replacement of the above item unless otherwise specified in Lexington Meadows Association documents. Should the property granted by this variance become a hazard to common property, it may be removed at the unit owner's expense. Approval of this request shall not be interpreted as a waiver of any permit or license required by law.

Submitted by: (Print)	Signature of Unit Owners	Date
Unit #	Phone Number	Email Address
*****ASSOCIATION USE ONLY*****		
Approved or Disapproved Please Circle	Signature	President or Management Co. (Circle one)
		Date