

SEA PINES HOMEOWNERS ASSOCIATION, Brewster, MA
c/o Mercantile Property Management
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REQUEST FOR A VARIANCE TO PERFORM WORK AT OWNER'S EXPENSE

- Add to or alter an owner's unit.
- Landscape in the Common Area.

TO: GROUND'S COMMITTEE (as agent of the Facilities Management Board)

FROM: _____

Name of owner(s)	Unit address	Date
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1. Describe proposed work: _____

Contractor's name: _____
Home Improvement License: _____ **Builder's license:** _____
Address: _____
Telephone: _____
Email: _____

For landscaping: Please provide a rough sketch.
For construction: a copy of builder's plans or architect's drawing is required. See Special and Standard Conditions below.

2. Reactions from all abutters and/or affected unit owners who can see proposed improvement from their doors or windows within 200 feet, more or less. Signatures indicate endorsement of this request. Abutter reactions will be carefully considered, but are not binding to the decision of the Grounds Committee.

Abutter Signature	Unit Address	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Homeowner presentations at Grounds and Maintenance Committee meetings shall generally be limited to 5 minutes, at the discretion of the Chairperson.

3. Decision of the Grounds Committee:

Request **APPROVED** subject to the following Special Conditions:

- Work approved as submitted.
- Obtain Town of Brewster permit(s).
- Obtain copy of Certificate of Insurance from contractor involved.
- Copy of Town of Brewster permit(s) and Certificate of Insurance to be sent to Management Company prior to start of work.
- Please inform your contractor that no overnight storage of trailers or work vehicles is allowed on site from May 15 through September 15.

Request **DISAPPROVED**. Decisions of the Grounds Committee may be appealed to the Facilities Management Board.

4. Additional Standard Conditions that apply not only to the requesting unit owner, but also to successor owners:

- A. It is the responsibility of the unit owners and successors to increase their personal homeowners' insurance coverage in the case of substantial improvements.
- B. It is understood that the granting of a Variance to perform the work requested does not burden the Condominium Board of Managers nor the Facilities Management Board, its officers, members, or agents with liability of any nature. No responsibility is accepted ascertaining the legality of such actions, and no damages resulting from same will be accepted by anyone other than said unit owner.

I/We, the owner(s) of the Sea Pines unit listed on the previous page, agree to comply with all stated conditions pertinent to this request.

Signature Owner 1

Signature Owner 2

Date

For the Facilities Management Board:

Chairperson, Grounds and Maintenance

Date

VALID FOR ONE (1) YEAR FROM DATE OF APPROVAL