

GREENSBORO SQUARE CONDOMINIUM OWNERS ASSOCIATION

Approval Request for Exterior Architectural Changes and In-Unit Renovations

Submit form to Shayne Damian at Gassen Management Co., 6438 City West Parkway, Eden Prairie, MN 55344, sdamian@gassen.com

Request: \_\_\_\_\_

HOMEOWNERS ARE RESPONSIBLE TO MAINTAIN A "LIMITED COMMON ELEMENT" PER THE GOVERNING DOCUMENTS.

IF AN OWNER DOES NOT MAINTAIN THIS, THE ASSOCIATION RESERVES THE RIGHT TO MAINTAIN/REPAIR AND CHARGACK THE OWNER.

Name(s) of Unit Owners: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Alternate Number: (\_\_\_\_) \_\_\_\_\_

I/we hereby request approval for the following modifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed start date and completion date:

\_\_\_\_\_

Completion not to exceed 180 days from start date

Individual, Contractor and/or Company Performing Architectural Changes:

Name: \_\_\_\_\_

\_\_\_\_\_ check here if TBD

Please attach drawings of proposed changes and samples of materials to be used. Owner can submit pictures of products, area(s) where the changes are proposed. Provide sufficient details and back information to assist the Board and their advisors understand the request thoroughly. This will help expedite the review process.

ASSOCIATION ACTION TAKEN

None are Required \_\_\_\_\_ Request Must be Submitted to the Board of Directors \_\_\_\_\_

Approved \_\_\_\_\_ Conditionally Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Incomplete \_\_\_\_\_

The Following additional information is requested or approval is condition upon:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Approval is contingent upon the Association receiving the "Indemnification Release for Architectural Change Form" document and any attachments (if required), to be completed by the owner and provided to the Board President, before work commences.

**GREENSBORO CONDOMINIUM OWNERS ASSOCIATION**  
**Indemnification Release for Architectural Changes**

Submit the form and any required attachments to Shayne Damian, Gassen Management, [sdamiangassen.com](http://sdamiangassen.com), 952-253-4921

The undersigned \_\_\_\_\_, the owner(s) of

\_\_\_\_\_, St. Louis Park, MN, 55426 HERBY acknowledge that the changes as described below and that are within the guidelines of the **GREENSBORO CONDOMINIUM OWNERS ASSOCIATION** will submit the following information in connection herewith.

Proposed changes (general description):

\_\_\_\_\_  
\_\_\_\_\_

*Note: owners are responsible for compliance with all City of St. Louis Park building codes.*

Proposed start and completion of construction (not to exceed 180 days from the start date):

\_\_\_\_\_

**Enclosures required by the Association & Supplied by the Owner:** (Please attach)

\_\_\_\_\_ Plan and specifications, to include dimensioned drawings of drawing of finished change

\_\_\_\_\_ Identify paint/stain by: Brand name: \_\_\_\_\_ Color name: \_\_\_\_\_

*Note: Color must match existing or will be subject to painting by the Association and the cost invoiced to the owner. Any unauthorized changes are subject to removal or resetting the conditions to the property prior to changes. The requesting party can be changes all costs and expenses, including legal, labor/maerials and advisory costs to reset the property back to the condition before changes were made.*

\_\_\_\_\_ Type of wood or other construction material: \_\_\_\_\_

\_\_\_\_\_ Consent of fee owner(s) (if applicant is a contract for deed vendee (signature required below)

\_\_\_\_\_ Other item noted:

\_\_\_\_\_  
\_\_\_\_\_

**Contractor Information and Attachment:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ License #: \_\_\_\_\_

Insurance Carrier:

\_\_\_\_\_

Insurance Policy #: \_\_\_\_\_ Expiration Date of Insurance Policy: \_\_\_\_\_

**Copy of insurance coverage certificate with homeowner and GREENSBORO CONDOMINIUM OWNERS ASSOCIATION as additional Insured: (Please attach)**

**The undersigned agrees to pay for all labor and materials rendered in connection with foregoing alteration promptly when due, to keep his/her property and that of the Association free of any and all mechanic's liens, and to hold harmless and indemnify without limitation the payment of any attorney's fees to court costs paid by the Association in connection with said matters. The undersigned agrees to secure any and all permits. The undersigned further agrees to include in any contract or contracts entered into for construction of the addition to include the following paragraph:**

*"The contractor understands and agrees that all services(s) to be performed and materials to be delivered and installed under this contract are being furnished and installed at the request of the owner, that the contractor's lien rights are limited to the owner's dwelling and the Association has no responsibility for any charges or costs in connection therewith."*

\_\_\_\_\_  
Signature of Contractor (not required here)

\_\_\_\_\_  
Date (not required here)

**The Owner of a Unit which is served by and approved architectural change ensures that they will hold the GREENSBORO CONDOMINIUM OWNERS ASSOCIATION harmless from any and all damages or loss occasioned by the use, installation and/or removal of said change on/from the premises. Damage covered by the indemnity shall include damage to the units and common elements.**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of deed holder (if your unit is a Contract for Deed Fee)

\_\_\_\_\_  
Date

## Homeowner Provision with Contractor

“The contractor understands and agrees that all service(s) to be performed and materials to be delivered and installed under this contract are being furnished and installed at the request of the owner, that the contractor’s lien rights are limited to the owner’s dwelling and the Association has no responsibility for any charges or costs in connection therewith.”

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Signature of Contractor

Date

~Keep a copy for your Records~

### **Contractor Rules & Regulations**

#### In-Unit Renovations, Improvements or Repairs

1. Follow the Rules and Regulations of the Association and communicate them to your contractor.
2. There is to be no construction noise before 8:00 am or after 5:00 pm Monday through Friday. There is no work permitted on major holidays.
3. Service personnel must park in the owner’s parking space or guest parking areas.
4. The owner is responsible to provide access where needed. No person will be allowed access unless authorized by the unit owner.
5. There is no propping of entry doors.
6. All work must be performed in the owners; unit, garage or patio spaces. No work materials are permitted to be placed, (even temporarily) in the interior lobbies or exterior grounds.
7. Work performed on balconies must not result in materials falling to the patio below, including but not limited to water, soap, dust, and chemicals (Notify the homeowner living below before work commences.) If materials drop to patio below you are responsible for the cleanup of the patio and cost of any damage that may occur.
8. Use of sinks, lavatories, showers or toilets for cleaning tools or disposing of debris is prohibited. Any stoppages resulting in the main line will be the responsibility of the owner.
9. Painting products must be properly ventilated to avoid respiratory discomfort to those residing in the building.
10. It is the responsibility of the unit owner/resident to make sure the common areas are completely restored to the pre-construction state (exterior and/or interior) by their contractors and service persons.
11. The owner will be charged accordingly for damages to the common areas (exterior and/or interior) by their contractors and service persons.
12. Failure to follow these rules will result in workman being denied access to the property, including fines and fees to the owners for damages.

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