

# Condominium Improvement Approval Request Form

**Purpose:** This procedure will assure both the unit owner and the condominium association that modifications within their unit, or outside on Common Areas, are commensurate with the established physical appearance guidelines of the association, are completed by properly licensed and insured contractors, and will comply with appropriate state and local building codes.

**Procedure:** The unit owner completes this form and submits it to the Association Board. Please allow up to 30 days for determination. No work may commence until written approval is received. The Board reviews the proposal and informs the Unit Owner of the decision. It is imperative that all proposed contractors are properly licensed and insured and that building permits, when required, either are or will be obtained.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

UNIT NUMBER/ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**SUMMARY/DESCRIPTION OF WORK TO BE COMPLETED:** including detailed plans (if required), name(s) of proposed contractors with certificate of insurance showing liability, workers compensation (if applicable) and vehicle insurance coverage with Sugarloaf Condominium Association named as additional insured, and a copy of the building permit (if required, following approval of project).

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**OWNER ACKNOWLEDGEMENTS:** Owner's confirmation of conditions in coordination of contractor's confirmation of conditions in detailed plans. Please respond with a checked box to affirm acknowledgment.

- ☐ 1. Unit Owner Acknowledges – any decks, railings or stairways will match the existing decks, front porch railings and stairs. (If applicable, please check).
- ☐ 2. Unit Owner Acknowledges – any approved enclosure or fencing will match existing enclosures on Sugarloaf Condominium property (If applicable, please check).
- ☐ 3. Unit Owner Acknowledges – Owner has read the Rules and Regulations pertaining to this CIAR request.
- ☐ 4. Unit Owner Acknowledges – Owner is responsible for removal of any and all debris, including excess soil.
- ☐ 5. Unit Owner Acknowledges – Owner acknowledges no vehicles are allowed off paved areas without written SCA Board permission.
- ☐ 6. Unit Owner Acknowledges –Owner is responsible for restoring or repairing any damage to any common area property, including lawn areas and driveways, or any other personal property.

- ☐ 7. No storage of components for the requested project may be stored on the common area. Garage areas are to be utilized for storage prior to and during the project installation.

**Notes:**

- Any change(s) to the submitted and approved CIAR prior to or during installation will require a new CIAR form to be submitted and approved.
- Any CIAR modification requests approved by the Board are to be acted upon within 6 months of receiving the Board approval confirmation otherwise a new CIAR form will be required to be submitted.

Email completed form to: [Condo@kendrickmanagement.com](mailto:Condo@kendrickmanagement.com) (preferred method of contact)

Or mail to: Sugarloaf Condominium Association, c/o Kendrick Property Management, 2 Bay Rd Ste 100, Hadley, MA 01035

Do not write below line  
For Board Use Only

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Date Of Board Meeting: \_\_\_\_\_

Summary/Determination: \_\_\_\_\_

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02/20/2025