

HARBORSIDE CONDOMINIUM TRUST

Policy for Addition, Alteration, Or Improvement To Individual Units And Common Areas

Objective – To provide guidelines for the review and approval of additions, alterations, and improvements to individual Harborside Units and Common Areas.

Background and References

- 1 No part of the Harborside Condominium shall be used for any purposes except those set forth in the Harborside Condominium Master Deed and the Harborside Condominium Trust, established by the Declaration of Trust. All Unit Owners and Residents shall refer to the Master Deed and Trust Documents for further explanation concerning the duties and authorities of the Board of Trustees and the descriptions of the Harborside Condominium, its Units, Common Areas and Facilities, and the authorized “uses” and “restrictions” of same.
- 2 In reference to the Master Deed (paragraph 13.A., Units Subject to Master Deed, Unit Deed, Condominium Trust, Etc), the acceptance of a deed or the entering into the occupancy of any Harborside Condominium Unit constitutes an agreement with the provisions of the Master Deed, the Trust, and the By-Laws and Rules and Regulations, and any violation of same shall justify legal action to be taken by the Trustees.

Guidelines

- 1 Nothing shall be done in any Unit or Common Area that would impair or change the structural integrity of any building. The Trustees must approve all plans for major repair, refurbishment, or modification of any Unit or Common Area in writing before any alterations are initiated. Licensed contractors must do all such repairs, alterations, and refurbishment.
- 2 Changes shall not be made in any Common Area landscaping without the prior written approval of the Trustees.
- 3 All Harborside Unit Owners must obtain written approval from the Trustees before proceeding with air conditioner installation. All such installations must conform to the Harborside Policy on the Installation of Air Conditioners (approved in November, 2002), all Marblehead Town covenants, Harborside Condominium By-Laws and Rules and Regulations, and not intrude in any appreciable way on the existing visual or audible landscape of Harborside.
- 4 No electrical device that could cause electrical overloading is permitted. All Units shall comply with the Town of Marblehead Health and Safety Codes.
- 5 No Unit Owner or Resident shall permit anything to be done, or kept in his or her Unit or in any Common Areas and Facilities which would cause the cancellation of insurance coverage or increase insurance premiums of the Condominium, or which would be in violation of the law.

Requirements

- 1 The attached Addition/Alteration/Improvement Form is designed to assist unit owners in communicating to the Trustees changes that they desire to make to individual Units or Common Areas. When considering changes to your Unit or to Common Areas, you must refer to and abide by the Harborside Rules and Regulations requirements for Trustee Approval.
- 2 Approval must be obtained before any work can begin. If a Unit Owner makes any changes without approval, there may be a fine and it may be required that the area of change be returned to its original condition.
- 3 To the extent permitted by law and the governing documents, the Trust shall be entitled to reasonable attorney fees, costs and expenses incurred in the enforcement of this policy. The unit owner responsible for the violation shall pay these expenses.

Approval Process

- 1 Unit Owners desiring to make additions, alterations, or improvements to their Units or to a Common Area must submit the attached form to the Trustees before initiating any such work. The "Description" must include drawings, pictures, permitting documents, and other pertinent information to facilitate the Trustees in making their decision.
- 2 All requests should be submitted to the Management Company and will be reviewed by the Trustees at their monthly meeting. The Trustees will make every effort to respond in a timely basis.
- 3 The Trustees may decide to conduct "In Process Reviews" to ensure compliance with approved plans, and/or to review any requested changes to those plans. The Trustees may require additional information as a result of these in-process reviews, and may issue a "stop work" order if the on-going work is in non-compliance with approved plans.

Attachment – Addition/Alteration/Improvement Form

Approved: Harborside Trustees
November 2004

HARBORSIDE CONDOMINIUM ADDITION/ALTERATION/IMPROVEMENT FORM

Owner's Name: _____ Unit Address: _____

Owner's Daytime Phone: _____ Evening Phone: _____

Description of Addition / Alteration/Improvement (attach drawings, permit info, other pertinent specifications)

_____ (Use Continuation Sheets as Necessary)

Desired Project Start Date: _____ Anticipated Finish Date: _____

Submit to: Lesley Management, Inc. PO Box 946 Marblehead MA 01945

PH: 781-639-0534; Fax 978-374-4852; email: lesleymanagement@comcast.net

Trustees Approval: Yes: _____ No: _____ More Information Requested: _____

Comments:

In Process Review Required: Yes: _____ No: _____ Comments:

Trustee Signatures: _____

Date Approved _____

What is the rebuild value of your Alteration/Improvement? _____

Are receipts and/or copies of product value on file with Management? Yes: _____ No: _____

Has the Board of Trustees notified the Master Insurance Carrier of the additional value of unit's replacement Value? Yes: _____ No: _____

Comments:

Completion Approval: Yes: _____ No: _____

Trustee Signatures: _____

Date Approved _____

Nothing shall be done in any unit or Common Area and Facility that would impair or change the structural integrity of any building. The Trustees must approve all plans for major repair, refurbishment, or modification of any Unit affecting any Common Area or Facility, in writing before any alterations are initiated. Licensed contractors must do all such repairs, alterations and refurbishment. No electrical device that could cause electrical overloading is permitted. All Units shall comply with the Town of Marblehead Health and Safety Codes. Nothing shall be done or kept in any Unit or in any Common Areas and Facilities, which would increase the rate of insurance of the Condominium (buildings and contents within), without prior written approval of the Trustees. Changes shall not be made in any Common Area landscaping without the prior written approval of the Trustees. (Harborside Rules & Regulations).