



## ALTERATIONS

For your own protection, permits are required/on all work in your unit

Members may make certain structural, plumbing, and/or electrical changes or additions in the unit, or to the exterior of the unit. However, the member must:

1. First complete and submit to the Village Square office, an Installation/ Alteration permit. These permits are available at the office.
2. Be sure that all work is completed in accordance with Village Square requirements and the city of Utica building codes. Copies of city permits and final approval are required PRIOR to Village Square's final approval. Any and all costs associated with city permits are the responsibility of the member.

If either of the above two conditions is not met, the member will be required to immediately restore the unit to its original condition, regardless of the cost for the restoration. Upon move out, you may be charged for removal or correction of any unauthorized improvements.

No alteration shall be made to the exterior of the townhouse without following the above two listed conditions. The exterior of the townhouse includes, but is not limited to the porch, windows, brick, siding, parking lot, sidewalk, etc.

3. Call Miss Dig at 1-800-482-7171 (MISS-DIG) if the type of work you are having done requires their assistance.

No increase in transfer value will be given from Village Square for alterations of any kind. You may, however, attempt to sell any changes/additions directly to the next member as long as there is a dated approval on file.

You must keep all approved permits to show as proof at the time of moving out.

If additions or changes are removed, the member will be responsible for restoring the townhouse to its original condition.

If, at a later date, Village Square undertakes an improvement project which covers items a member has already completed, no reimbursement will be made to the member for the improvements that they have made.



All exterior painting is provided by your cooperative. Interior painting and decorating is the responsibility of the member. Interior painting and/or wall papering does not require a permit. Any additional electrical wiring or the addition of a 220 volt electrical line requires a permit prior to the installation. A permit from the city of Utica is also required. All electrical wiring must be installed by a licensed electrician.

The following is a brief explanation as to the rights and obligations of a member in possession of an approved permit:

1. The permit shall remain in effect indefinitely providing that the improvement has been properly maintained to Village Square specifications. Failure to properly maintain an improvement could result in the revocation of the permit, and the removal of the addition at the member's expense.
2. Article 11, Section (a) 3 and (c) of your Occupancy Agreement states, "The member agrees to repair and maintain his/her dwelling unit at his/her own expenses as follows: Any repairs, maintenance, or replacements required on items not furnished by the Corporation."
3. You are responsible for all improvements in the unit at the time you purchase it.



## Central Air

### An Installation/Alteration Permit is Required

If you are planning to install central air conditioning, the following must be adhered to and followed:

1. Complete and submit for approval, prior to the commencement of any work, an Installation/Alteration permit, including the installer's mechanical license number and Proof of Insurance. Permits will not be approved without this information. Prior to final approval by Village Square, copies of the city permit and city's approval must be submitted to the office.
2. The condensing unit must be in an area approved by Village Square.
3. It is the member's responsibility to ensure that the exterior condensing coil is kept clean and free of debris. Build up of weeds, leaves, dust, etc. will result in improper refrigerant pressure. This can cause the evaporator coil, which is located inside on top of the furnace, to ice up and water to leak into the furnace.
4. It is the member's responsibility to clean/wash or replace the furnace filter at least every two months. If this is not done, the evaporator could ice up and cause water to leak into the furnace.
5. Maintenance of the COMPLETE air conditioning unit is the sole responsibility of the member. Village Square has no responsibility regarding any portion of the air conditioning unit.
6. If the air conditioner is removed, the furnace is to be restored to an acceptable condition, as are the exterior grounds, as approved by Village Square.
7. Any repairs/damage to the furnace caused by the installation or operation of central air conditioning will be the member's responsibility.

**VILLAGE SQUARE COOPERATIVE  
INSTALLATION ALTERATION PERMIT**

I hereby apply for permission to install the following major appliances and/or make the following alteration in or around my townhouse:

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**All contractors must include a copy of their liability and worker's compensation insurance certificate with the proposal for the alteration.**

Work to be performed by: \_\_\_\_\_ Contractor's License # \_\_\_\_\_

Cost and true value of work: \_\_\_\_\_ Completion date: \_\_\_\_\_

Will any openings be required through wall, windows, or roof? \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby certify that this work will be performed in accordance with all applicable codes and regulations. (City, State, and Federal building codes)

I have attached a copy of the contractor's proposal. \_\_\_\_\_ Yes \_\_\_\_\_ No

I have attached a copy of the contractor's insurance certificate. \_\_\_\_\_ Yes \_\_\_\_\_ No

I have provided copies of the purchase receipts. \_\_\_\_\_ Yes \_\_\_\_\_ No

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address and Unit Number

This permit requested above is hereby (granted \_\_\_\_\_) (denied \_\_\_\_\_) \_\_\_\_\_

**Property Manager**

The installation and/or alteration (is \_\_\_\_\_) (is not \_\_\_\_\_) an authorized improvement and betterment. If an authorized improvement, a value not to exceed \$ \_\_\_\_\_ shall be reflected on the books of the cooperative and in the transfer value of the applicant's membership. If not an authorized improvement, the member may be required to restore the unit to its original condition if the membership is transferred.

Extension of Completion Date: \_\_\_\_\_ Granted \_\_\_\_\_ Denied

Reason for extension: \_\_\_\_\_

This permit is subject to all requirements of the by-laws, Occupancy Agreement and other applicable regulations; (City, State and Federal building codes).

This alteration requires a City Permit: \_\_\_\_\_ Yes \_\_\_\_\_ No

**MUST BE INSPECTED UPON COMPLETION FOR ALTERATION INSTALLATION PERMIT APPROVAL !!**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Property Manager, Village Square Cooperative