

The Village Condominium Association

Structural Modifications

General Requirements

Any structural addition, alteration, or improvement in or to a unit must have prior written consent from the Board of Managers. This includes the installation or replacement of all HVAC (heating, ventilation, and air conditioning) units and structural elements such as doors and windows, which must conform to the descriptions in the Master Deed and Bylaws as well as all individual specifications. Non-structural improvements, such as painting the walls or changing the cabinets, do not require consent.

The **Request for Review for Common Area or Structural Modifications** form is available on this website or from the Village office. Modification requests should be submitted to the [property manager](#). The management company will ensure that all the required documentation is submitted and will forward it to the Board of Managers. The board will consider the request in a timely manner. Approved requests are valid for one year after the date of approval.

The owner is responsible for making sure that any vendor chosen has received a copy of the specifications for the work being done. All work must be done without causing harm to the surrounding structures. The cost of removal and replacement of any unapproved work will be the responsibility of the unit owner.

Contractors are required to dispose of all debris offsite. No old HVAC units or debris may be put in the dumpsters.

No changes are allowed to the common areas, including attics, bulkheads, stoops, steps, outer walls and chimneys. No exterior changes, additions, structures or projections may be erected, attached or placed upon any unit without approval. This includes antennas, chimney liners, patios and vents. (Master Deed, paragraph 5, as amended; Bylaws, Article VI, section 12)

Once the contractor has completed the work, the unit owner must notify the property manager. The maintenance technician will inspect to determine that the work meets specifications. If the work meets specifications, the property manager will close out the project. If the work does not meet specifications, the owner will be given a deadline to make the necessary corrections. If the corrections are not done within that time frame, the owner will be subject to fines until the corrections are made. If there is damage to the common area, the Board of Managers will arrange for the repairs and the cost will be charged to the unit owner.

Last updated: August 2023