



**OLIVEDALE HOME OWNERS ASSOCIATION
APPLICATION TO ALTER COMMON PROPERTY:
PROJECTS ON COMMON PROPERTY**

NAME OF OWNER

UNIT NO

DATE OF APPLICATION

TELEPHONE

E MAIL

DESCRIPTION OF PROJECT:

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The following **General Terms and Conditions** apply to **all** applications for changes and additions to the common areas of Olivedale Retirement Village:

1. Application for any change to the Village is to be made in writing.
2. The Directors reserve the right to decline any application.
3. No work may commence before an application has been approved in writing.
4. The application must include a site plan of the common property area clearly showing the proposed positioning of the installation/change in relation to existing structures, roads and neighbouring units.
5. ORV staff may be used if they are competent to undertake the installation. If outside contractors are used, the installer must be a reputable company with staff qualified/competent to do the work.
6. Specifications for the installation/change must be included in the submission and must conform to the laid down requirements in the Village.
7. The committee understands that if the installation/change does not conform to the specifications approved in this application, the Directors can issue an instruction for the removal of the structure and reinstatement of the unit to its original state at the committee's expense (I.e. from the committee's budgeted funds).

8. Although the installation/change will be erected on common property, the committee undertakes to maintain the installation/change on their budget and the Directors reserve the right to take any action that may be necessary if this is not done.
9. Any damage to the existing structure or common property caused by the installation, or attributable at a later stage to the existence of the installation, must be immediately repaired by the committee from their own budget.
10. Insurance of the installation is the responsibility of the Homeowner. The owner is responsible for communication the value of the changes to Village Management.

Specific Terms and Conditions

11. All adjacent and opposite owners must provide written consent that they do not object to the changes to the exterior of the building structure.
12. Letters of consent must be attached to this application or handed in at reception. Letters of consent must clearly state their unit number.
13. Indoor Fireplace – Only wood burners are allowed. Only smokeless wood is to be used as per manufacturers’ requirements. No charcoal or anthracite may be used.

Application Approved Declined

Signatures

Chairman Infrastructure Committee Date.....

General Manager Date.....

Comments

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Application Checklist

Signed Application

Specifications included

Inspection

Installation satisfactory

Inspected by:

Signature:

Plan of project with proposed positioning

Date:

Installer qualified