

**WALDEN WOODS
REQUEST FOR ADDITION, ALTERATION OR IMPROVEMENT (AAI)**

revision date: 07/06/2021

Owner Name:		Date:	
Property Address:		Council:	<input type="checkbox"/> Woodmoor <input type="checkbox"/> Ridge <input type="checkbox"/> Village <input type="checkbox"/> Duplex <input type="checkbox"/> TownHome
eMail: *		Phone:	

**Note: Those using this form are reminded of the Walden Woods email privacy policy. The email address, if provided, is not to be used for any purpose other than communicating about this AAI.*

On this form, or by attachment, please describe the proposed AAI to your unit or property. When indicating color, the manufacturer, paint color name and number need to be included. If pertinent, include such information as a plot of your property showing the exact location of the proposed change, distance to property lines, dimensions of fenced areas, and relevant surrounding features. Include a sketch or, if a significant structure, scale drawings that set forth style, dimensions, materials, construction details, finish and color. The manufacturer's brochures or cut sheets may suffice. If a contractor will do the construction, you must provide name, address, telephone number, contractor's license, Certificate of General Liability Insurance **and Workers Comp coverage.**

Please plan on an approval period of up to thirty (30) days once completed AAI is submitted. No work can begin until AAI has been approved by the Standards Committee.

Note: All required documentation must be attached – this AAI will not be submitted for Standards Committee review until complete.

Notes:

1. All requests must be submitted to Elite Property Management Company for review by the Standards Committee. The review process can take up to thirty (30) days once an AAI is submitted with all required information included. On rare occasions, an AAI could take longer to approve pending the nature of the AAI.
2. Elite will not accept requests from owners with a delinquent assessment account until it is brought current.
3. The applicant signifies by his or her signature below that no work in this request will commence until Standards Committee approval is received from Elite. Any unit owner who begins work prior to approval will be fined, subject to notice and hearing.
4. Construction must be completed within the approved time (90 days unless more time is specifically requested) and in a manner that is reasonably unobtrusive to neighbors and does not interfere with their properties.
5. Changes to the approved request require additional review and approval.
6. The applicant agrees to remove construction-related debris in a timely manner.
7. Construction must meet all zoning requirements, building codes, and laws and regulations of the Town of Windsor and State of Connecticut. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.
8. **If a building permit is required, you or your contractor must apply and pay for it. Submit a copy of the permit and any post-construction inspection results to the Property Manager.**
9. Where applicable, utility easements for underground gas, electrical, telephone, and TV cable lines are to be marked before excavating. The Hartford number for *Call Before You Dig* is 1-800-922-4455. Be aware of sprinkler pipes as well. Please note there is a FINE if underground utilities are severed, not to mention the potential for grave injury.
10. No contractor signs are allowed before, during, or after a job is completed. Fines may be enforced if this is violated, subject to notice and comment.
11. As an owner who submitted an AAI, it is your responsibility to follow up on the status of such AAI.
12. Misrepresentation of any items in this request, either oral or written, may void any approval by the Standards Committee.

I have read the above guidelines. This proposed change or addition meets the requirements and standards specified in these guidelines.

Note: It is the unit owner's responsibility to inform Elite when work is completed. If email is used there must be receipt verification. It is the unit owner's responsibility to follow up if they have not received a Closing/Letter of Compliance. The standard approved construction time is 90 days from AAI approval date. Any extension request, with estimated date of completion, must be submitted to the Property Manager. The time allowed for completing the entire AAI process from approval to receipt of Closing/ Letter of Compliance is 120 days.

With the electronic filing of this AAI, I agree to all of the provisions provided herein.

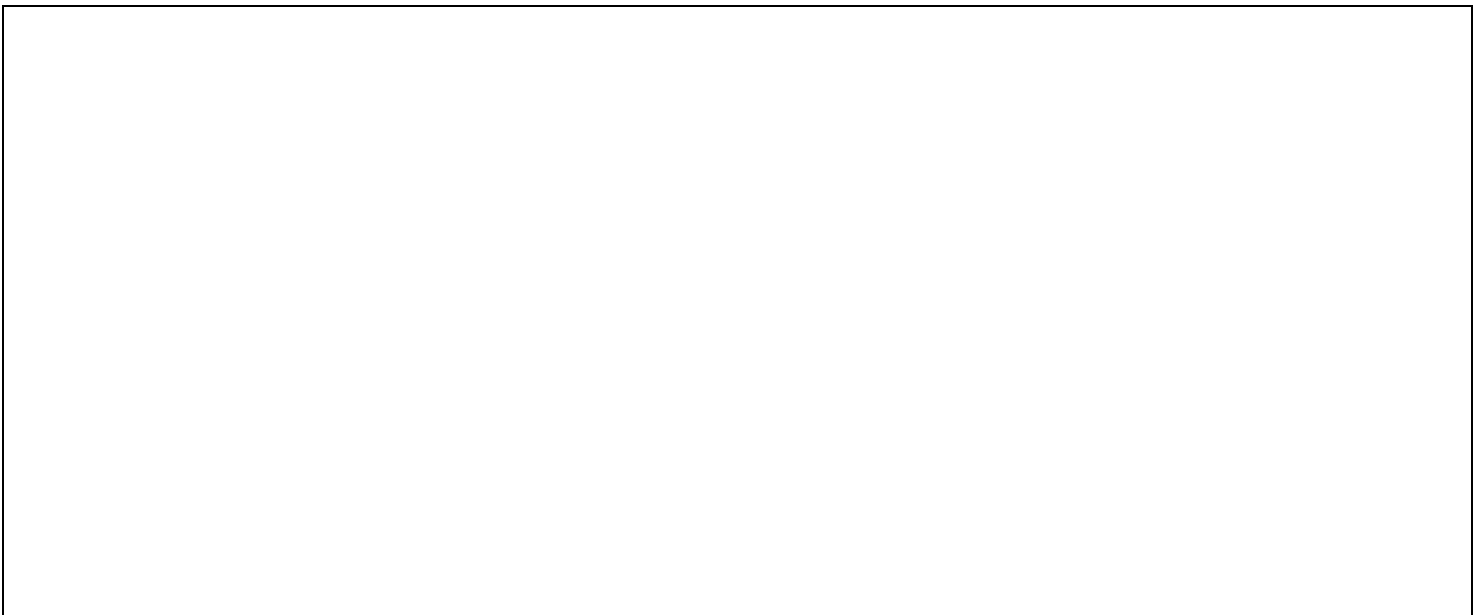
Owner's Written Signature or Typed (electronic) Signature:	
Date:	

Pictures, drawings, schematics: *(insert below or attach to document)*



Contractor Documents: *(insert below or attach to document)*

**Provide detailed description of work and copies of: license, liability insurance, workers comp coverage.
(Woodmoor exception: liability, workers' comp proof not required)**



For Elite Property Management Company Use Only

AAI Number:	
Date received from Unit Owner:	
Date reviewed by Standards Committee:	Date: _____ <input type="checkbox"/> At Meeting <input type="checkbox"/> Via email <input type="checkbox"/> Auto-approval
Date returned to Unit Owner:	Date: _____ <input type="checkbox"/> Approval <input type="checkbox"/> Rejection <input type="checkbox"/> More Data Required
Date of any changes received from Unit Owner, if Applicable:	
Date copy of Building Permit received from Unit Owner, if Applicable:	
Date Contractor Insurance Certificate received from Unit Owner, if Applicable:	
Date Completion Letter or email received from Unit Owner:	
Date of Inspection by Elite:	
Date of Closing/Compliance Letter sent to Unit Owner by Elite:	