



Application for Alterations

Application for Approval of Proposed Interior Unit Alterations, Improvements and Construction

UNIT OWNER NAME: _____

UNIT NUMBER: _____ DATE: _____

TELEPHONE: HOME _____ WORK _____

1. Please review Section 9 of the Ellington Condominium Rules and Regulations for requirements relating to interior alterations and maintenance of units and limited common elements.
2. Please contact the Concierge at 206-443-9599 or concierge@ellingtoncondos.net to obtain a copy of your unit floor plan. On the plan, indicate the scope and location of the proposed work and then attach the plan to this form.
3. Please briefly describe your proposed alterations, improvements or construction in the space below:

4. When completed, please enclose your Application in an envelope addressed to the Ellington Condominium Owners Association, Architectural Task Force, and leave at the Concierge desk.



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Upon receipt, the Architectural Task Force will review your application and contact you to discuss your proposal and, if necessary, request additional information, details or drawings necessary to assure compliance with the Association Declaration provisions and / or Association Rules and Regulations. The task force will then submit its recommendation to the Board for approval. APPLICATIONS MUST BE APPROVED BY THE BOARD BEFORE ANY DEMOLITION OR CONSTRUCTION WORK CAN BEGIN. THE CONTRACTOR, PRIOR TO START OF CONSTRUCTION, MUST PLACE A \$2,500.00 DEPOSIT WITH THE PROPERTY MANAGER. In the event there are no damages to the building by the contractor, a full refund will be granted.

The task force is also available to answer any technical questions you may have or to assist you in the preparation of your application.

Signature of Owner: _____

Date of Property Manager Review: _____ Date _____

Submitted to Task Forces: _____ Date _____

Submitted to Board for Approval: _____ Date _____

If it takes a village to raise a child, it takes a building to renovate a condo. Even if your project is confined to your own four walls, your neighbors can't help but get involved—whether they're suffering the demolition noise or passing your contractors in the hallway.

For that reason, the HOA requires, as part of the Alteration agreement, that you notify your neighbors—upstairs, downstairs and next door—in writing- well in advance of starting any work*. It's a bit like giving them a heads up before throwing a party, a way to deflect bad feelings and noise complaints.

Be sure to include the following information in your courtesy notification letter:

- the start and end dates of the job
- a brief description of the work being done
- assurances that the contractor has been instructed to keep hallways clean, avoid work in the evenings and on weekends, and generally minimize disruption
- an apology for any potential inconvenience and a thank you for the neighbor's patience
- contact information in case of any concerns.

*Please see sample notification letter on the next page.



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Sample notification letter:

Date _____

To our neighbors at the Ellington:

This notification is to make you aware that we will be undergoing a renovation project in unit _____.

This construction is scheduled to commence the week of _____ with an estimated completion date of _____.

All renovation activities will occur in accordance with the guidelines per the Rules and Regulations of the Association. We will do our best to limit the amount of noise or disruption to you throughout construction.

**If you have any concerns, please reach out to _____ (name, contact information) _____
Or to Building Management who will notify us appropriately.**

Thank you,

Owners name _____