

# Pond Spring Village

## Proposal to Modify Condominium Property

Please submit this form to CM Property Management  
800 Main Street South Suite L2 P.O. Box 690 Southbury, CT 06488  
Email: [Cmpm1@cmproperty.com](mailto:Cmpm1@cmproperty.com) Fax (203) 264-6216

**Procedure:**

1. Owner will complete and sign proposal to return to CM Property Management.
2. CM Property Management will forward proposal to the Board of Directors for their review.
3. Board approves/denies proposal.
4. CM Property Management notifies owner of decision.

**Required Documents:**

1. Please provide a copy of your contractor's written proposal and their supporting documentation.
2. Description as to location, nature, kind, shape, height, material(s), and color(s) to be used.
3. Provide pictures of the area to be modified, drawings/web pages/illustrations, as necessary.
4. Your installer must provide a copy of their certificate of insurance and a copy of their state HIC license.

**Description of proposed change:**

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*Use additional page if necessary*

Failure to provide information and the required documents may delay the review and/or subsequent approval of your request.

**Contractor Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

I, unit owner of # \_\_\_\_\_ (and any successor in interest), understand that I am responsible for the maintenance thereof, both current and future. Additionally, I understand that any modification initiated prior to Board approval will be subject to denial of approval, fine or "undoing" of modification at my expense. These modifications are at my expense. I understand that the Pond Spring Village Association, Inc. will not assume responsibility for maintenance or replacement of the above item unless otherwise specified in the association's documents. Should the property granted by this variance become a hazard to common property, it may be removed at the unit owner's expense. Approval of this request shall not be interpreted as a waiver of any permit or license required by law.

|                       |                          |        |
|-----------------------|--------------------------|--------|
| Submitted by: (Print) | Signature of Unit Owners | Date   |
| Condominium Name      | Telephone Number         | Unit # |

\*\*\*\*\*ASSOCIATION USE ONLY\*\*\*\*\*

|   |                             |               |
|---|-----------------------------|---------------|
| Approved or Disapproved<br>(Circle one) | President or Management Co. | Date Approved |
|---|-----------------------------|---------------|