



Willow Brook Estates Owners Association
1 Willow Brook Drive
Farmington, CT 06032
contact@willowbrook-hoa.org

ADDITIONS, ALTERATIONS AND IMPROVEMENTS FORM

Please use this form when requesting modifications, alterations or improvements to the exterior of the home and/or common areas. In accordance with our Declaration, in part, Section 13.1-Additions, Alterations and Improvements by Unit Owners, a Unit Owner may not change the appearance of the Common Elements or the exterior appearance of a Unit or any portion of the Common Interest Community without permission of the Executive Board.

In order to process this application and any materials must be submitted to the Owner's Association/ Executive Board at the above address, the HOA Dropbox, or by email: contact@willowbrook-hoa.org at least thirty (30) business days prior to the scheduled commencement of any work. By completing this form, the Unit Owner(s) agrees that any work or additions, alterations or improvements will not commence until written approval is granted and for ensuring compliance with all applicable laws, rules, regulations building codes and ordinances.

The Executive Board will provide a written response within fifteen (15) days of receiving the request.

UNIT OWNER INFORMATION

Date: _____ Requested by (name): _____

Phone: _____ Email: _____

Requested for Address: _____

DESCRIPTION OF REQUEST

Please provide the following information:

1. Written description of the project: _____

2. If available, please submit any other descriptive material, including photos or a simple drawing that would further illustrate the request.

CONTRACTOR INFORMATION

- All contractors must be properly licensed and insured for liability (required documentation).
 - Contractor License
 - Certificate of Liability Insurance Certificate
- All additions, alterations and improvements shall be of professional design, quality and materials.

During the construction of any additions, alterations or improvements, all portions of the property shall be kept clean, neat and in an orderly condition at all times. Any debris, trash or mud resulting from the construction shall be promptly removed from the site or remedied, as appropriate, from the unit, limited and/or common elements on a daily basis.

The homeowner(s) shall be ultimately responsible for any damages incurred to the common property, other property and personal injury as a result of the addition, alteration or improvement as well as any additional maintenance costs that may be incurred, as a result of the addition, alteration, or improvement, violation of the rules and regulations and/or negligence on his behalf or his/contractors, vendors.

The Executive Board reserves the right to require additional information and request modifications.

The HOA has the irrevocable right to subrogate damages, expenses and the cost of defense to the owner.

Unit Owner- see Declaration Section 1.35

Common Elements- Any real property within Willow Brook Estates which is owned or leased by the Association, other than a Unit.

Common Interest Community – Willow Brook Estates, a Planned Unity Community

For Executive Board Use Only:

APPROVED _____

Contingent upon the following conditions: _____

Additional Information requested: _____

DENIED For the following Reasons: _____

Executive Board signature(s): _____

Date: _____