

PARK FOREST COOPERATIVE III, AREA J ALTER DWELLING FORM GUIDE AND INSTRUCTIONS

Whether building yourself or having a professional do the job, we recommend that you consult your House and Grounds Manual for acceptable changes. We offer these guidelines in an attempt to make your project one that complies with all codes and cooperative requirements. Use of these will assure you years of enjoyment once your project has been completed.

Your home should be one that reflects your taste and the cooperative spirit of our corporation. Remembering that some changes can have negative effects on your goal if not properly coordinated and planned.

We are here to assist in helping you answer basic questions and allow your contractor the opportunity to understand our process.

POLICY

It is the policy of the Area J Cooperative to encourage its Members to improve or otherwise beautify, at their own expense, the interiors and exteriors of their Dwelling Units. Unless the improvement is completed by the Cooperative's maintenance workers, Members must get written approval from the Cooperative before the work starts. Approval of altering a Member's dwelling does not obligate Area J to reimburse Members at re-sale.

All improvements must meet Area J Cooperative standards of workmanship and material quality. For example, if a Member is remodeling their bathroom, Members are not allowed to install substandard bathtubs. The Cooperative only repairs Delta faucets.

The Cooperative's prior approval is **not** needed for normal decorating activities including: carpeting, painting, wallpapering, and hanging of decorations.

At no time is the Cooperative responsible for the repair, replacement, or removal of improvements or alterations to the Dwelling Unit, even if the previous Member performed them. Area J Cooperative will not assume maintenance of the improvement to Area J Cooperative Units. The Member is responsible for the on-going maintenance of the improvement to Area J Cooperative Units.

If a Member fails to obtain the Cooperative's approval for an improvement, the Cooperative shall reserve the right to request that the Member remove the improvement and return the Unit to the condition outlined in the *House and Grounds Manual*.

PROCEDURES

1. Complete the Alter Dwelling Form.
2. Provide a diagram of the proposed improvement. Drawings and/or specifications must include type and quality of materials to be used and are to be attached to the Alter Dwelling Form. Contractors' proposals must also be attached to the Alter Dwelling Form.
3. Obtain copies of your contractor's Comprehensive Liability Insurance Workers' Compensation policies. Note: per requirements of the Village of Park Forest, contractors must carry Comprehensive Liability Insurance written for a minimum limit of \$2,000,000 for any one occurrence, subject to an aggregate limit of not less than \$2,000,000 and Worker's Compensation Insurance. In accordance with the Cooperative's Insurance Carrier, the contractor must provide a Certification of Insurance from their current insurance carrier listing Park Forest Cooperative III, Area J as an "Additional Insured." All electrical and plumbing work must be done by a licensed electrician or plumber.
4. **No work is to begin on any Member improvement until the Member is formally notified in writing that the improvement has been approved.**
5. If the planned improvement requires the Village of Park Forest to issue a building permit, take copies of all documentation provided to the Cooperative along with the letter issued by the Cooperative stating that the Cooperative approves the planned improvement to Village Hall for issuance of the building permit. **A copy of the building permit shall be provided to the Cooperative before any work is started.**
6. Area J maintenance will inspect the work as it progresses. The Member shall notify the Cooperative when the improvement is completed so that the Cooperative can inspect the final work to determine that it was done in acceptable and safe manner.

REQUEST TO ALTER DWELLING

Submit per instructions on reverse side. Failure will result in the delay of your project. All drawings MUST have a material list included. Contractor MUST meet village requirements for license, insurance and permits, where required.

Guide sheet for _____ was provided to member: _____ Initials.

Date: _____
Member's Name: _____
Address: _____
Home Phone _____ Cell Phone _____
Email: _____@_____

What is the type of work being done at the unit?

<input type="checkbox"/> Carpentry < Plans attached	<input type="checkbox"/> Landscaping < May require Grounds Committee review and ok
<input type="checkbox"/> Plumbing < Drawing of new lines	<input type="checkbox"/> Interior Decorating < Wall changes, fans, etc.
<input type="checkbox"/> Electrical < Wire, conduit, breaker sizes	<input type="checkbox"/> Built-In Furnishings
<input type="checkbox"/> Patio/Deck < Must call J.U.L.I.E. before starting 1-800-892-0123	<input type="checkbox"/> Structural < May require board approval
<input type="checkbox"/> Antenna/Cable/Satellite Maintenance supervises all installs	<input type="checkbox"/> Other < Please clarify below.

Describe the improvement or alteration that you are planning in detail (use additional paper if necessary):

Approximate Cost _____
Material to be used or attach materials list _____
Person or Contractor performing _____
Contractor Phone _____ Address _____
Estimated Start Date _____ End Date _____ Notification to Area J office on actual start date is required.

Area J requires all plans to be submitted before any work begins. Member understands that it is their responsibility for any work or failures associated with this design change. The Co-operative has no maintenance obligation for the repairs associated with this change. **Please be advised that Management has up to 30 days to review and approve your request. We encourage you to plan your project accordingly. For projects involving high noise levels, all work must be conducted between 9:00am and 5:00pm, Monday through Friday.**

Member Signature: _____ **Date:** _____

(This section to be completed by the Cooperative)

The planned work requires issuance of a Village permit? _____ YES _____ NO
Has proof of proposed contractor's insurance been provided? _____ YES _____ NO

Housing and/or Ground Committee(s) Comments

Manager _____ Date _____

Maintenance Supervisor _____

Date _____

- ☐ Work Approved
☐ Work Denied
Reason (s) _____

****Please call Area J office as each phase is completed for inspection by our maintenance staff.
Once total job is completed, call for final inspection.