

**LINCOLN STATION PHASE ONE HOMEOWNERS ASSOCIATION, INC.
LINCOLN, NEW HAMPSHIRE**

PROPERTY MODIFICATION AND STRUCTURAL WORK PROCEDURE

The Board of Directors of the Lincoln Station Phase One Homeowners Association, Inc. (the "Association") has adopted the following policy for seeking approval of any modifications to or structural work at any unit at Lincoln Station. This policy is designed to insure that all such work is done in a proper manner that is in the best interest of the Association.

- 1) A request for approval to make a modification or perform structural work at a unit must be submitted to the Board at least 30 days before the proposed starting date.
- 2) A modification is defined as any change to the exterior of the unit that will be visible from the outside. Structural work is defined as any work that will affect any weight bearing walls or any party walls or party roof.
- 3) The "Request for Property Modification or Structural Work Approval" form attached as Exhibit A (the "Form") must be completed and delivered to the Association's property manager (the "Property Manager"), and any pictures, diagrams, measurements, specifications, permits and approvals reasonably necessary to evaluate the proposed work must be included with the Form.
- 4) Each request will be reviewed and considered on an individual basis, with the overall impact on, and best interest of, the Association being the guiding factors of any decision. Similar requests that were previously approved will serve to establish guidelines, although different circumstances, such as location on the property, will be taken into account on a case-by-case basis.
- 5) The proposed modification or structural work must not violate any of the Association's covenants, rules or bylaws, nor any federal, state or local laws, rules, regulations or codes.
- 6) Any unit owner(s) submitting a Form must assume all liability and future maintenance costs related to the modification or structural work; and the unit owner(s), and not the Association, shall be solely and exclusively liable for: (a) compliance with any and all federal, state or local laws, rules, regulations and codes; (b) obtaining and providing evidence of liability and casualty insurance, from insurers and with coverages reasonably acceptable to the Association naming the Association as additional insured and loss payee, as applicable, and (c) selecting and supervising competent, licensed (if applicable), and fully insured builders or contractors, reasonably acceptable to the Association, to accomplish the modification or structural work in a professionally competent manner.

- 7) One Board member and/or the Association's Property Manager (the "Board's Designee), will be designated to ensure that the project is performed to standards and specifications consistent with the best interest of the Association.
- 8) Work on any project must be commenced within 3 months of the date the Form is approved or as otherwise indicated on the approved Form. Once work is commenced, it must be completed within 2 weeks of the date indicated on the approved Form.
- 9) A minimum Bond of \$500 will be required at the start of the project; provided, however, the Board may require a larger bond when the Board determines in its unrestricted discretion that a particular project requires a larger bond in the best interest of the Association. The Bond will be refunded fully (net of any costs or expenses incurred by the Association in connection with the project) upon successful completion of the project and approval by the Board's Designee.
- 10) Any alterations of an approved plan without the approval of the Board, may, in the Board's unrestricted discretion, result in a fine of \$100 per month, or such other sanctions or penalties as the Board may determine, until approval of the alteration is granted or the alteration is brought into compliance with the original approved plan or removed.
- 11) Any property modifications or structural work performed that is not submitted for Board approval may result in a fine of \$500 and will be subject to other sanctions and penalties as the Board may determine.
- 12) Each builder or contractor must supply to the Association's Property Manager certificates of insurance satisfying the requirements of Section 6(b) above, at least 5 days prior to start of work on the modification or structural work. Unit owners are responsible for all builders' and contractors' actions and all costs.

ADOPTED BY VOTE OF A MAJORITY OF THE ASSOCIATION'S BOARD OF
DIRECTORS THIS 11th DAY OF April, 2015

LINCOLN STATION PHASE ONE HOMEOWNERS ASSOCIATION, INC.

By: _____
Name:
Title:

EXHIBIT A

LINCOLN STATION PHASE ONE HOMEOWNERS ASSOCIATION, INC. (THE "ASSOCIATION")
LINCOLN, NEW HAMPSHIRE

REQUEST FOR PROPERTY MODIFICATION OR STRUCTURAL WORK APPROVAL

DATE FORM SUBMITTED: _____

NAME(S) OF UNIT OWNER(S): _____

UNIT#: _____

DESCRIPTION OF PROPOSED MODIFICATION OR STRUCTURAL WORK: _____

*Please include any diagram, pictures, measurements, specifications, permits and approvals necessary to evaluate the proposal.

*Date you plan to commence having project performed: _____

*How long will it take to complete/completion date: _____

*Builder or contractor you plan to use: _____
Builder/contractor must be competent, fully licensed and insured to perform the work. Certificates of insurance for the project must be supplied by builder/contractor at least 5 days before work commences. Y N

*Does the project comply with all of the Association's covenants, rules, by-laws and procedures?: Y

*Does the project meet with all federal, state and local laws, rules, regulations and codes?: _____
Y N

[Attach explanation if the answer is "no" to either of the last 2 questions above]

*List all governmental permits and approvals required for project:

[Attach, or provide prior to commencing project, all required permits and approvals, if any]

I (we) owner(s) of unit ____ at Lincoln Station Phase One fully agree to perform the above project exactly as proposed. I (we) also understand that any variation to the project is subject to further review and approval by the Association's Board, and if such change is made without such approval there may be a fine of \$100 per month, or such other sanctions or penalties as the Board may determine, until the change is approved or brought into compliance or removed.

I (we) further agree to post a Bond in the amount of \$500, or such larger amount as the Association's Board may require, which will be refunded upon successful completion of the project minus any costs or expenses incurred by the Association.

OWNERS(S): _____

OWNERS(S): _____

APPROVED BY: _____

FOR THE BOARD OF DIRECTORS ON _____

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