

South Meadow Gas Fired Fireplace Procedure and Control

The following procedure is designed to allow all unit owners to add a gas fireplace in lieu of their existing fireplace without unreasonable delay.

Authority: The Board of Trustees has the final decision and authority to approve or disapprove of any exterior change or alteration. Any work performed without authorization by the Board or any construction not in accordance with the requirements of the specifications and sketches in this procedure may be considered nonconforming and subject to modification or removal by the condominium trust, at the unit owner's cost.

Plan Approval Procedure: Owner shall submit in writing a request to add a gas fireplace to the Board c/o the management company. The request must be submitted in writing to the management company, not later than 2 weeks prior to the start. The Board and Trust assume no responsibility for the safety of new construction by virtue of design or workmanship.

Building Code Requirements: All work must conform to the Massachusetts Building, Gas and Electrical Code, without exception. The unit owner and contractor are solely responsible for design and conformance to all Massachusetts State Code requirements. A building permit must be obtained from the Shrewsbury Building Department before any work is started.

Final Compliance and Approval: Following completion of work, the unit owner shall arrange for final inspection by the Shrewsbury Building Department and shall submit a copy of the signed-off building and or gas permit to the management company. Management will make a final decision on non-compliance with the approved design, after completion. In the event compliance isn't met, the Board reserves the right to correct any and all construction to maintain architectural conformity, at the sole cost to the unit owner.

Contractor Qualifications: Must be licensed in the State of Massachusetts and properly insured.

Safety: Project site safety is the sole responsibility of the contractor

Workmanship: Quality of work shall be equal to or better than that of the surrounding area.

Construction Period: Must be started and completed within two weeks, so as not to affect neighbors or create safety issues.

Demolition Materials: Demolition materials must be removed from the property at the end of each workday and not left behind.

Basic Specifications:

1. All materials used shall conform to the UL code and all applicable electrical and gas codes at minimum.
2. All workmanship shall be warranted for a minimum of one year.

Materials: The following materials shall be used:

1. The exterior stove pipe shall be removed and the roof shall be repaired to match existing roof.
2. The cost of the stove pipe removal will be at the expense of the owner and the Trust shall absorb cost of roof repair.

Approved locations of installed exterior vent for stove shall be at rear of unit:

For approval of any other location, please contact the management company.

The preceding pages one and two of the Procedure and Control have been read and agreed to by the unit owner of record who agrees to all conditions of this document. Please submit this signature page to the management company for approval. Under no circumstances, can the management company start any work before signature and approval. The Board of Trustees reserves all rights to remove any non-conforming work at the unit owner's expense.

Signature / Unit Owner

Date

Signature / Unit Owner

Date

Signature / Management Company

Date

Attachments:

Exhibit D (Certificate of Insurance from contractor) _____