

PRIOR WRITTEN APPROVALS NEEDED:
(because so many projects are more complicated than expected)

WHEN AND FROM WHOM DO I NEED IT?

Important note: This list of projects is not exhaustive!
If you want to install something that affects the exterior of your home and it doesn't appear on this list of items, then consider your project an exception requiring a proposal that must be submitted to the BOM for written pre-approval. Proceeding without clear permission can prove expensive!

Prior Written Approval is Required from the <u>Board of Managers (BOM)</u> for These Projects:	
PROJECT	PERMISSION REQUIRED + details
#21-Leasing out your unit	See the section on leasing for details
#6-Landscape changes—shrubs, trees	except for small plantings, like annuals
#5-Installation of fences or gates	
#8-Repair/storage of vehicles	????? #8
Changes to rules & regs? #13	#13 What about notification of changes??
#17-Installing ventilators, window air conditioner, electrical generator	
#18-Installations related to Radio, TV, electrical, satellite dishes, wire/cable	#18 Who inspects? What is & isn't included?
#22- Absence of more than 30 days	Notify managing agent with contact info for emergency person responsible.
Retractable awnings	Written OK, plus contact management company for installation specs

Contact Greenburgh Building Department for Permits	
Permits for modifying decks and patios once Board approval is obtained.	Permission from the BOM, details from management company.
Do we need to doublecheck with Greenburgh Building Dept or Fairview Fire Dept to be sure we're up to date?	

Contact the Management Company for:

Detailed requirements for leasing your unit - Full list	Written permission also required from the BOM (see above)
Complaints regarding the service of the HOA	???? What is "service of the HOA"?
Changes to rules & regs? #13	#13 What about notification of changes??
Absence of more than 30 days	#22- Notify managing agent with contact info for emergency person responsible.
Retractable awnings installation	Detailed installation specifications
Satellite dishes	Detailed installation specifications