

**Attachment A – Request for an Exterior Alteration of a Unit  
HAMPTON MEADOWS CONDOMINIUM ASSOCIATION (HMCA)  
155 Hampton Meadows, Hampton, New Hampshire 03842**

**To be completed by the Unit owners:**

Unit Owners Name(s): \_\_\_\_\_

Unit Number: \_\_\_\_\_ Hampton Meadows, Hampton, NH 03842 Date: \_\_\_\_\_

Requested alteration description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Enclosed is a dimensioned plan (Yes \_\_\_ No \_\_\_) by (Owner/Architect/other) of the alteration area or item and the perimeters of the Unit or chimney adjacent to the alteration:

If this Request for an Exterior Alteration of this Unit is accepted and signed by the Board of Directors (BOD), my/our signature(s) below indicate acceptance of each of the following conditions:

- 1. Deviations/Change:** None can be made to the detailed plan that was presented to the board for approval at the above date without further approval from the board.
- 2. HMCA Rules & Regulations:** All those applicable to this request and Hampton building codes must be followed;
- 3. Expenses for the Approved Project:** All are the responsibility of the Unit owner(s);
- 4. Damages to HMCA Limited Common or Common Areas:** All, such as irrigation system, lawn, shrubs, etc., will be repaired at the Unit owner's expense and at a standard acceptable to and approved by the BOD;
- 5. Present and Future Maintenance and/or Repairs:** All for this approved project are the responsibility of the Unit owner(s). Any future repairs to this unit, necessitated directly by this approved project, are the responsibility of the Unit owner. Should the Unit be sold by this or any future owner(s) who decided to remove the alterations, the removal shall be done at the future owner's expense. For roof areas re-shingled at the owners cost and with BOD approval and PM inspection to assure specs are met, HMCA will assume future repair/replacement shingle costs after new work's guarantee has ended.
- 6. Contractors Hired by the Unit Owner(s):** All must have the required insurance defined in the HMCA bylaws and declaration. Proof of insurance must be provided to the BOD upon request;
- 7. Transfer of Property Ownership:** Whenever the property is sold the current owner (seller) or their agent must inform the new owner (buyer) that this agreement is automatically transferred with the purchase of the property to all future sales to new owners.
- 8. Exterior penetrations of the Unit:** None shall be allowed without specific identification and approval by the BOD. Exceptions include deck awnings that can only be attached to a wall, not the roof; or a dish antenna that can be attached only to the chimney structure with wires only running down the chimney openings;

Unit Owner Signature(s) \_\_\_\_\_

**To be completed by the Board of Directors**

At the HMCA Board of Directors meeting on \_\_\_\_\_ 20\_\_ your request described above with the enclosed dimensioned sketch and your signed unconditional acceptance of the conditions highlighted above was:

(Approved \_\_\_, Disapproved \_\_\_) by the BOD. If approved, this approval shall be in effect for the next 90 days from the latest date signed below by the BOD Chairman & Vice Chairman .

\_\_\_\_\_  
**Chairman, BOD** **Print Name** **Date**

\_\_\_\_\_  
**Vice Chairman, BOD** **Print Name** **Date**