

REQUESTS FOR APPROVAL OF DWELLING CHANGES

Any landscaping, installations, remodeling, alterations, structural changes, or home improvement projects to a Member's unit must be approved by the Cooperative Office **prior** to the commencement of any such work. All requests must be made in writing and addressed to the Cooperative Office on the "Alteration of Dwelling Form", a copy of which is available in the Cooperative Office. Members should keep copies of all such documents for future reference.

The Cooperative does not assume any liability or maintenance responsibility for any alterations made to a Member's unit.

ALTERATIONS AND IMPROVEMENTS:

Members are encouraged to beautify or otherwise improve their dwelling unit and the adjacent grassy areas at their own expense. The Cooperative Office is available for guidance and advice and may provide assistance for specific projects upon request.

A. REMODELING/IMPROVEMENTS

All landscaping, installations, remodeling, alterations, structural changes, home improvement projects and/or other improvements of the dwelling unit must comply with the building codes of the Village. Prior to the commencement of any such work, the Member must submit proof to the Cooperative Office that he/she has all applicable permits or licenses and any and all insurance which may be required by the Cooperative Office. No work shall commence until Member has obtained all necessary permits or licenses and any required insurance.

Plans and drawings must accompany an "Alteration of Dwelling Form" and be submitted to the Cooperative Office at least thirty (30) days prior to the Member's anticipated date of commencement. If contract labor is used, proof of **general liability** and of **workers compensation insurance coverage is required**.

Any landscaping, installations, remodeling, alterations, structural changes, or other home improvement projects done in violation of these provisions must be corrected to the satisfaction of the Cooperative Office or any such landscaping, installations, remodeling, alterations, structural changes, or other home improvements will be corrected at the Member's sole expense by the Cooperative. In addition, **a fine will be assessed against the Member in violation**.

B. REPAIR AND MAINTENANCE

The Member is responsible for the care, maintenance and repair of all improvements made by the Member and those inherited from any former Member.

C. OUTSIDE CONTRACTORS

Any outside contractor(s) or individual who is hired by a Member for landscaping, installation, remodeling, alterations, structural changes, maintenance, repair purposes or the construction of any other improvements must be approved by the Cooperative Office and provide evidence of satisfactory general liability and workers compensation insurance coverage. **All contractors must be licensed in the Village. If a Member does not adhere to any of these rules, he/she is fully responsible for all resulting injury and/or damages, and a fine will be assessed against the Member in violation.**

CHECK LIST

For Decks and Patios

- ☐ Alter of Dwelling Form
- ☐ Drawing to Scale with Measurements
- ☐ 1-2 Pictures of work location showing adjacent building & sidewalk

For Satellite Dishes

- ☐ Alter of Dwelling Form
- ☐ Satellite Antenna Policy
- ☐ Certificate of Insurance from Contractor with Evidence of:
 - General Liability
 - Workers Compensation
 - Cedarwood Cooperative as an Added Insured

For Remodeling with or without Electrical, and/or Plumbing Work

- ☐ Alter of Dwelling Form
- ☐ Drawing to Scale with Measurements
- ☐ Specifications (provided by your contractor)
- ☐ Certificate of Insurance from Contractor with Evidence of:
 - General Liability
 - Workers Compensation
 - Cedarwood Cooperative as an Added Insured
- ☐ Contractor(s) must be registered with the Village of Park Forest
- ☐ All Electricians and Plumbers must be licensed and registered with the Village of Park Forest