



Boss Property Management Group, LLC.

Main Office: (877) 919-BOSS (2677)

Pgh. Office: (412) 523-0960

Fax: (412) 855-7102

Email: admin@bosspmg.com

Web-Site: www.bosspmg.com

Landscaping - Snow & Ice - Maintenance - Inspections - Appliances - HVAC - Plumbing - Elect - Masonry - Carpentry - Flooring - Painting

ALTERATION APPLICATION FORM

The BOD has been given the managing authority over all Structures, Common Elements, Common Areas, and Shared Common Interest, of which includes any/all alteration of such building structures and their associated exteriors and/or interiors.

The BOD has required that for any proposed alteration a Unit Owner MUST submitted an alteration request form to the BOD for approval prior to any alterations.

Per the associations governing documents, no structural alterations, modifications, or changes may be made to any Unit Owner structure exterior and/or interior, common areas, shared and/or limited common areas without prior BOD approval.

Please note that there are specifications & standards that exist for all building alterations and Unit Owners must submit an **“Alteration Request Form”** to the BOD and obtain prior approval before making any alteration, change, revisions, modifications or replacement to the structures and their building components.

If you are unsure if an alteration request is required, contact Boss Property Management Group, LLC at:

U.S. Mail: BossPMG

P.O. Box 4577 Crafton, PA 15205

Office Phone: 412-523-0960

Email: admin@bosspmg.com

THE FOLLOWING REQUIRE AN ALTERATION REQUEST & BOD APPROVAL (included but not limited to):

Alteration

Awning Installations
Decks & Extension
Rear Patio's & Extension
Garage Door Replacement
Front Door & Frame Replacement
Front Door Handle/Lock Replacement
Windows & Frames Replacements
Sliding Glass Door & Frame Replacement
Satellite Dish/Antennae Installation
Exterior Light Fixture Replacement
Exterior Accent Solar, Spotlights
Landscaping Decoration and/or Modifications
Building, Window and/or Door Decorations

Governing Document

Awnings Standards
New Deck, Replacement and/or Extension Policies/Standards
New or Existing Rear Patio/Extension Policies/Standards
Garage Door Replacement Policies/Standards
Front Door & Frames Replacement Policies/Standards
Front Door Replacement Policies/Standards
Window & Frames Replacement Policies/Standards
Sliding Glass Door & Frames Replacement Policies/Standards
Antennae /Satellite Dish Installation Policies/Standards
Exterior Lighting Policies/Specifications
Exterior Accent Lighting Policies/Specifications
Landscape Decoration and/or Modifications Policies/Standards
Building, Window and/or Door Decorations

NOTE: For drilling holes into your unit roof, exterior walls or party walls requires the submission of an “Alteration Request” and the receipt of approval before work can begin. A professional, licensed/certified contractor may be requested for any/all alterations.

Example: *attic exhaust fans, bathroom exhaust vents, vent pipes for high efficiency furnaces, tankless water heaters, plumbing, electrical, safety devices, etc. may require local, county, state, and/or federal code requirements, permits and/or license contractors.*

UNIT OWNER:**Name:** _____**Address:** _____**Phone Number:** (____) _____ **Email Address:** _____**Alteration Request For:** _____**INSTRUCTIONS:** *(provide the following information)*

1. Attach a sketch and/or contractor drawing(s)
2. A written description of the proposed alteration with enough detail to permit the BOD to review and render a decision.
3. Intended alteration schedule
4. Required Access
5. Provide proof of insurance
6. Send this form and all attachments to email address: admin@bosspmg.com

AGREEMENT:

In the event that the above alteration request is approved the Unit Owner shall abide by all of the following:

1. submit the BOD approved alteration letter, along with your documentation to the township code enforcement officer for review and compliance with any/all building code requirements
2. that any/all expenses related to the approved alteration(s) is that of the applicant
3. that any/all expenses wither intentional or unintentional of unapproved alterations, and/or damages to the building structure or its building components is the responsibility of the applicant
4. that the applicant agrees to save the BOD, the Association and BossPMG harmless from any/all claims and/or liability which may resulting from the action(s) of the applicant.
5. that the applicant will provide any/all insurance coverage required in connected with the alteration(s)
6. that the applicant will permit any/all members of the BOD and/or its appropriate agent(s) to conduct inspections upon notice thereof related to this alteration; and that such inspection may stop at any time alteration activities
7. that the applicant acknowledges that no actual alteration activities can begin until the applicant receives a from the property management agent a signed approval to perform the alterations as requested from the BOD.

SIGNATURES:

☐ I have read the application, associated instructions, and agree to all the terms and conditions

Print Applicant Name: _____**Applicant Signature:** _____ **Date:** _____**BOD Approval:****Status:** Approval Date: _____ **Decline Date:** _____**Alteration Officer: Print:** _____**Alteration Officer Signature:** _____ **Date:** _____