



Subject: Modification Request

Dear Homeowner:

Please be advised that any/all modifications you would like to make need to have the following paperwork:

- All Modifications must be in accordance with your community rules.
- Hold Harmless Agreement (attached)
- Specifications of all Material being used
- A copy of the Contractor's Insurance Certificate (Liability, Compensation & Disability):

Naming The:

**The Association (Name of Community) (As Additionally Insured)
C/O The Management Company
P.O. Box 40
Blue Point, NY 11715**

All requests for any modification must be in writing. All requests need to be approved by the Board of Directors, pursuant to the By Laws and of your community.

*All paperwork must be submitted, including the insurance certificate, in one package.

Upon receipt of the above, we will then submit the information to the Board of Directors for possible approval; the Board of Directors has 30 days to review your request. You will receive a written response followed by a telephone call and a copy of the Hold Harmless Agreement; signed by the Managing Agent.

At this time, you have no other requests pending, and you have not been given authorization for any other modifications.

Any other questions please feel free to call 363-5500, ext. 100

Very truly yours,

Regina Byrne
Administrative Assistant of Customer Service for
The Strathmore Court Homeowners Association

HOLD HARMLESS AGREEMENT

Name: _____ **Date:** _____
Address: _____ **Phone #:** _____
Description of Modification and/or addition to the dwelling:

Where as, the above Homeowner has requested permission to modify their home as described above.

Where as, the Board of Directors wishes to be indemnified for any damages which may be caused by the homeowner.

It is now, therefore, mutually agreed that:

- 1) Permission is hereby granted for thirty-(30) day period to perform the work pursuant to the application received.
- 2) The applicant (Homeowner) agrees to indemnify and Hold Harmless

HOMEOWNERS

ASSOCIATION, Inc. and its ***MANAGING AGENT*** from any claims, which may be made by reason of property damage or personal injuries resulting as a result of the installation of said modification and/or addition as approved by the Board of Directors.

- 3) In the event the Association must institute legal action for any reason associated in the agreement, the Homeowner agrees that they will pay all cost of litigation, including court fees, etc.

In witness whereof, the parties have hereto agreed and placed their signatures.

Homeowner Signature

Enclosed:

____ Insurance Certificate of Contractor naming the:
Strathmore Court Homeowners Association as "Additionally insured".
C/o The Management Company
P.O. Box 40
Blue Point, NY 11715

Contractor Name: _____

Approved by: Managing Agent