

Request to Add Deck Steps for Unit Owners with Lower Decks Only

All Unit Owners must do the following to submit a request for Deck Steps for lower decks only. Each box on this form is for checking off once completed. All costs are the sole responsibility of the Unit Owner.

The Architectural/Landscaping Committee must review your deck to see exactly what plants must be removed. Architectural/Landscaping Committee will advise if the mulch area in the rear of the deck must be extended. If mulch area is to be extended and additional plantings are required, the Association contracted landscaping vendor must be contacted to perform this work – This is at the expense of the Unit Owner – not the Association.

Architectural/Landscaping Committee Approval & Date

Greenacres must inspect the Sprinkler System to see if any lines or heads must be moved. Only Greenacres can move the lines and/or heads – This is at the expense of the Unit Owner – not the Association.

Greenacres Approval & Date

Unit Owner must have a Licensed Contractor perform all work required for the installation of the Deck Steps. Unit Owner must have a copy of the Licensed Contractor’s License & Proof of Insurance – This is at the expense of the Unit Owner – not the Association.

Unit Owner Acknowledgement & Date

Architectural Plans can be done by an architect and all of the above steps must be completed prior to the submission of a Request for Steps for Lower Decks before presented to the Property Manager at least 14 days prior to the monthly Board Meeting for Board Approval. Once all materials are approved by the Board, a letter from the Board will be issued with this package for presentation to The City of Danbury or Town of Bethel for a Building Permit. Prior to any construction work, the Property Manager must see the Building Permit issued by The City of Danbury or Town of Bethel– This is at the expense of the Unit Owner – not the Association. The Unit Owner must also obtain a Certificate of Occupancy from the City of Danbury or Town of Bethel after the project is complete and forward a copy to the Board of Directors.

Timber Oak Board of Directors Approval & Date