

## **IMPROVEMENTS TO DWELLING UNIT POLICY & PROCEDURE**

### **POLICY**

It is the policy of the Area E Cooperative to encourage its Members to improve or otherwise beautify, at their own expense, the interiors and exteriors of their Dwelling Units. Unless the improvement is done by the Cooperative's handyman service, Members must get written approval from the Cooperative for the planned improvement before the work is started. The Cooperative's prior approval is not needed for normal decorating activities including: painting, wallpapering, and hanging of decorations. At no time is the Cooperative responsible for the repair, replacement, or removal of improvements or alterations to the Dwelling Unit, even if the previous Member performed them.

**If a Member fails to obtain the Cooperative's approval for an improvement, the Cooperative shall reserve the right to request that the Member remove the improvement and return the Dwelling Unit or lawn area for patio restoration to the condition outlined in the Cooperative's Standard Unit Policy.**

**Note: If an improvement requires installing new electrical lines or fixtures or new plumbing lines, you must have a licensed electrician or plumber do the work compliant with Village regulations listed below.**

### **Procedure**

1. Complete the Improvement Request Form.
2. If you are removing walls or any other alteration that affects the interior or exterior structure (including walks, patios, etc.) provide a diagram of the proposed improvement.
3. Obtain copies of your contractor's Comprehensive Liability Insurance and Workers' Compensation policies. **Note: Per requirements of the Village of Park Forest, contractors must carry Comprehensive Liability Insurance written for minimum limits of \$2,000,000 for any one occurrence, subject to an aggregate limit of not less than \$2,000,000 and Workers' Compensation Insurance. In accordance with the Cooperative's Insurance Carrier, the contractor must provide a Certificate of Insurance from their current insurance carrier listing Park Forest Cooperative IV, Area E as an "Additional Insured."**
4. Provide the completed Improvement Request Form, diagram (if necessary) and contractor's proof of insurance to the Cooperative Office for approval. **Note: No work is to begin on any Member improvement until the Member is formally notified in writing that the improvement has been approved.**
5. If the planned improvement requires the Village of Park Forest to issue a building permit, take copies of all documentation provided to the Cooperative along with the letter issued by the Cooperative stating that the Cooperative approves the planned improvement to Village Hall for issuance of the building permit. **Note: A copy of the building permit shall be provided to the Cooperative before any work is started.**
6. The Member shall notify the Cooperative when the improvement is completed so that the Cooperative can inspect the final work to determine that it was done in an acceptable and safe manner.
7. Improvement Waiver is attached for signature and file.

**IMPROVEMENT REQUEST FORM**

**Member's Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

1. Describe the improvement or alteration that you are planning in detail (use additional paper if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Approximate Cost \_\_\_\_\_
3. Name of Contractor \_\_\_\_\_
4. Address of Contractor \_\_\_\_\_
5. Phone Number of Contractor \_\_\_\_\_
6. Anticipated dates work to begin and end \_\_\_\_\_ Start Date \_\_\_\_\_ End Date

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**(This section to be completed by the Cooperative)**

1. Does the planned work require issuance of a Village permit? YES \_\_\_\_\_ NO \_\_\_\_\_
2. Has proof of proposed contractor's insurance been provided? YES \_\_\_\_\_ NO \_\_\_\_\_
3. Is RRP Certification needed? YES \_\_\_\_\_ NO \_\_\_\_\_
4. Does the Cooperative approve this planned work as described?

\_\_\_ Date Improvement approved as described \_\_\_\_\_ Date Member Notified

\_\_\_ Date Improvement denied as described \_\_\_\_\_ Date Member Notified

\_\_\_ Requires Village building permit \_\_\_\_\_ Date Member Notified

**(NOTE: Take a copy of this Improvement Request Form to Village Hall for issuance of the building permit. Return a copy to the Cooperative Office before the work begins.)**

4. Does Cooperative need to inspect work following completion? YES \_\_\_\_\_ NO \_\_\_\_\_

Signature of Staff Member Completing This Section \_\_\_\_\_

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**INSPECTION (After Project Completion If Required)**

1. Date of Inspection \_\_\_\_\_
2. Work Approved \_\_\_\_\_
3. Work Denied \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_
4. Name of Inspector \_\_\_\_\_
5. Signature of Inspector \_\_\_\_\_