

June 2, 2021

To: Park Plaza Unit Owners

It has come to our attention that some unit owners are making improvements to their property without following the proper procedure, as stated in the Bylaws.

The Council is elected by the unit owners to oversee the daily functions and financial responsibilities of the Condominium Association. The Council is also responsible for maintaining unit owners' compliance with the established bylaws and rules and regulations of the Condominium Association. There are specific provisions on what can and cannot be done in your condominium. Please take the time to read through the Bylaws, and the Rules and Regulations documents you received when you purchased your unit.

If you are planning to improve your property, you must be in compliance with the Condominium Bylaws. Please keep in mind that the Park Plaza Council helps maintain the quality of our building. Its function is to evaluate the plans for all repairs and remodeling to ensure compliance with all Bylaws and Rules and Regulations. The purpose of this review is to protect and maintain the value of our homes. All modifications must be submitted to the Council through Mr. Gerard Blair, Superintendent of the building, before any work begins. If work is started without prior approval, you may risk being cited for a violation and may be required to alter or remove the changes at significant additional cost.

A copy of the Alteration Request Form is attached. This form must be completed and returned to Mr. Blair before any modifications can be made to your unit.

Sincerely,

Members of Council
Park Plaza Condominium Association

Date: _____

PARK PLAZA
Unit Owners Alteration Request Form
No alterations may begin until approval is granted.

If approved, your alterations must be completed EXACTLY as approved. Any changes to the alteration plan during construction must be pre-approved by Council

1. _____
Name of Unit Owner Requesting Approval Unit Number Phone Number

2. _____
Type of Alteration

3.. _____
Location of Alteration (kitchen, bathroom, etc.)

4. Scope of Alteration: Please explain in detail what you are requesting permission to do.

5. Materials to be used: (Describe the type and quantities of materials to be removed/installed)

6. Effect on Immediate Area: Please explain if any existing elements will be affected by this improvement and how may this affect your neighbors.

7. Anticipated Start Date: _____ Anticipated Completion Date: _____

Additional Notes

8. Please turn in your Alteration Request to the Park Plaza front desk. If you have any questions, you may contact the building superintendent, Mr. Gerard Blair at 412-683-0650.

9 All requests will be forwarded to Council upon receipt. An owner should expect the review and response time to take 1-2 weeks. Complicated or incomplete requests could take longer, so please give yourself enough lead time to allow your project to begin on your schedule. A site visit may be required for Council to make a fully informed decision. Council's approval indicates your request complies with the Park Plaza rules and regulations.

PLEASE DO NOT WRITE BELOW THIS LINE

Approved by the Park Plaza Council on _____

Rejected by the Park Plaza Council on _____

Reason Rejected:
