

## **Sugarloaf Condominium CIAR Information Checklist:**

1. Completed CIAR Form
2. Name and license number(s), of your contractor performing work. (If applicable)
3. Certificate of Insurance from your licensed contractor showing Liability, Vehicle, and Workmen's Comp coverage (if applicable) with the Sugarloaf Condominium Assn. c/o Kendrick Property Management named as "Additional Insured".
4. Certificate of Insurance of your contractor performing work
5. Detailed sketch or plan showing description of all material and work.
6. Statement by unit owner that any decks, railings or stairways will match the existing decks, front porch railings or stairways. (If applicable)
7. Statement by unit owner that any approved enclosure or fencing will match existing enclosures on Sugarloaf Condominium property.
8. Statement by unit owner that you have read the Rules and Regulations and any Resolutions pertaining to your request. (may be found on Buildium or Kendrick Property Management website)
9. Statement by unit owner acknowledging that you are responsible for removal of any and all debris, including excess soil.
10. Statement by unit owner acknowledging that no vehicles are allowed off paved areas without written Board permission.
11. Statement by unit owner acknowledging that you are responsible for restoring or repairing any damage to any common area property (including lawn areas and driveways) or any other personal property.
12. After CIAR Approved and Project started: Share a copy of a building permit from the Town of Deerfield issued to your Licensed, Registered and Insured contractor performing any work to Kendrick Property Management, [condo@kendrickmanagement.com](mailto:condo@kendrickmanagement.com)

**Note:** Any change(s) from submitted and approved CIAR prior to or during installation, will require a new CIAR form to be submitted and approved

10-25-2024