

IMPROVEMENTS TO YOUR UNIT
FINISHING YOUR BASEMENT

If you are planning to finish your basement, you need to do the following:

1. Use Licensed and insured contractors. Make sure you get a copy of their license and insurance coverage and send a copy to the Board.
2. You or your contractor needs to obtain a building permit from the City of Chicopee Building Department. You are responsible for any costs involved.
3. You need to make sure all contractors remove all trash, building debris, packaging, etc., from the property. They are NOT allowed to use our dumpsters for any reason whatsoever.
4. Insure work is done only during normal working hours and monitor where contractors/workers park just as you would for any other guest.
5. Remember to include the project when filling out next year's Profile as we need this information to update our master insurance coverage.

Your plans MAY NOT include any alterations to the structure or common elements of the building such as cutting support beams, relocating common water pipes, relocating wiring not specific to your unit, etc. Failure to follow this rule may result in delays in completing your project and will result in fines. If your project would involve any of these changes, appropriate application made to the Board of Directors will be considered on a unit by unit basis.

Please contact the Board if you have any questions.