WESTERFIELD TOWNHOUSES

INSTALLATION/ALTERATION PERMIT

I/We hereby apply for permission to the following Improvement/Alteration in our cooperative townhouse: (**Check Box Below**)

- ☐ **INSTALL NEW PRIVACY FENCE**
- ☐ **REFINISH BASEMENT – (City Permit Required)**
- ☐ **OTHER- (describe below)**

_____

_____

_____

Please draw a diagram of the Improvement/Alteration to be made, indicate location and provide pictures or specifications if possible. **(Use the back if needed)**

Work to be preformed by:_____

Cost of Materials:_____ Cost of Labor:_____

(Invoices must be provided to document cost upon completion of work, prior to final inspection & to claim as a Home Improvement at the time of Move Out.)

This permit is subject to all requirements by the By-Laws, Occupancy Agreement, Rules and Regulations and all state, city and Local Building Codes. I/We certify that this work will be preformed in accordance with the regulations outlined above and I/We will notify Westerfield Office upon completion for required inspection.

Name_____ Address_____

Phone #_____ Date_____

Inspected by_____

Date_____ Title_____

WESTERFIELD TOWNHOUSES

320 N CHURCH ST. • OLATHE KS 66061
913.782.1650 OFFICE • 913.782.7866 FAX
westerfieldtownhouses@yahoo.com

PET PERMIT APPLICATION

I hereby apply for permission to keep the following pet(s):

(Please check the boxes that apply)

☐DOG ☐CAT ☐OTHER_____

Breed_____
Description_____
Age_____
Weight_____

PLEASE PROVIDE A PHOTO OF YOUR PET(S)

I agree that:

1. My pet will be registered and inoculated in accordance with law and ordinance.
2. My pet will not be allowed to make unreasonable noise.
3. I will keep my unit and all cooperative property in clean and sanitary condition and promptly clean up all feces material.
4. My pet will be controlled and supervised as necessary to prevent the pets from damaging or defacing cooperative property, including the interior of my unit. In the event of such damage or defacing, I agree to restore the involved party to its original condition at my personal expense. Should I fail to restore said property within fourteen (14) days of the report of damage, I authorize the cooperative to effect necessary repairs in my behalf and agree to satisfy all costs and charges related thereto.

I have read and understand all the Pet Rules and I further understand that violation of any of the rules and/or the above agreements may result in revocation of this permit and may result in termination of my Membership and Occupancy Agreement.

Date_____Signature_____

Address_____

SATELLITE DISHES

A. A satellite dish installation application **MUST** be obtained from the on-site office and approved before the installation of a satellite dish. Failure to obtain the proper permit will result in a fine of $100.00 per violation and the member will be required to restore the unit or area to original condition or to bring the unit or area into compliance with the established guidelines within fourteen (14) days and the member will be held financially responsible for all damages associated with the repair and restoration to the property where the satellite dish had been wrongfully installed.

B. In order to insure the proposed location and installation of any satellite dish does not pose a threat to the health and safety of the members, Westerfield Townhouses may place reasonable restrictions on the location for installation.

C. Satellite dishes shall **NOT** be installed in the common areas of Westerfield Townhouses and to the greatest extent possible and in order to insure the safety of the members, installation should be proposed and limited to areas designated as "limited common areas."

D. It is the intent of Westerfield Townhouses that any and all restrictions related to the installation of the satellite dish be applied in a non-discriminatory manner and to the greatest extend possible be related to insuring the safety of its members. These restrictions are further intended, to the extent practicable, to be consistent with any other restrictions related to other appurtenances, devices or fixtures that are comparable in size and weight.

E. If any application for installation of a satellite dish is approved, the member may choose to have the satellite dish installed by an installer approved and retained by Westerfield Townhouses at such reasonable fee as may be set and approved by Westerfield Townhouses' Board of Directors.

F. Westerfield Townhouses may make the reasonable demand that the installer of any satellite dish be minimally qualified to safely install the satellite dish and demonstrate such qualifications to the satisfaction of Westerfield Townhouses. Upon installation Westerfield Townhouses may require that such installer attest and insure that such satellite dish is operating properly and safely. Westerfield Townhouses may require that any satellite dish installer provide a bond or certificate of insurance sufficient to cover any damages if done in installation or operation. Such installer must be approved by Westerfield Townhouses prior to beginning the installation of any satellite dish.

G. In addition to any other fee that may be imposed, should the application elect to have the satellite dish installed by a person or company not associated with Westerfield Townhouses, a fee may be charged, sufficient to cover any expense that may arise in conjunction with the presence, review or repair by necessary and appropriated contractors or inspectors, including but not limited to materials warranty personnel. Such materials warranty personnel shall have the right and authority to direct any installation so that such is done in a manner that will not otherwise compromise or void any warranties for materials and shall have the further right and authority to stop any installation until such time as any concerns related to the installation are resolved to his or her satisfaction.

H. As the aesthetic quality and beauty of the area is of great importance to Westerfield Townhouses and because of safety concerns related to installation and operation of any such satellite dish, to the greatest extent possible, trees or other objects will not be removed to enhance or otherwise facilitate better satellite dish reception.

I. Satellite dishes are NOT considered a home improvement. Therefore, when a member leaves Westerfield, the dish MUST be removed or if the satellite dish is otherwise required to be removed and the area of installation repaired and restored to Westerfield guidelines at the members' expense and by a person or company qualified to perform such repair or restoration so as not to void or compromise any building warranty.

1. **SPECIFICATIONS**

   a. The diameter of the satellite dish is to be 34" or less.

   b. The satellite dish must be a maximum of 34" from the building, including its base.

2. **LOCATION**

   a. The satellite dish must be placed either within a fenced patio area (if such a fence exists) or upon a 4 X 4 post (if a fenced patio area does not exist). If mounted upon a 4 X 4 post, the post hole must be at least 2 feet in depth, and the post securely anchored so it will be parallel to the building.

   b. The satellite dish cannot be attached or secured to the building in any manner. This includes the roof, exterior walls, fascia, soffits, foundation, A/C or other special bracket supports. It may not be permanently secured to the patio.

   c. The height of a satellite dish from the ground to its highest point must not exceed 10 feet.

3. **INSTALLATION/WIRING**

   a. All wiring/cables must enter the building through the A/C inlet only. Holes shall not be drilled through brick or concrete. (Note: It shall be the installer's responsibility to take precautions against damaging wiring, plumbing, etc., that are the property of Westerfield. The installer and/or the member shall be financial responsible for all damaged areas.)

   b. Holes around wiring/cables shall be caulked neatly using paintable caulk.

   c. Unsecured wiring from the satellite dish to the A/C inlet must not exceed 4 feet.

   d. There shall be no wiring/cables hanging or fastened to outside of buildings in any way.

THESE GUIDELINES WILL BE STRICTLY ENFORCED.

WESTERFIELD TOWNHOUSES
SATELLITE DISH
INSTALLATION PERMIT
PAGE 1 OF 2
(Note: Important-Read Carefully)

NAME _____

ADDRESS_____

PHONE NUMBER_____

Installation Proposal
(Attach Drawings or Other Documents as Necessary)

Location for Installation _____

Date of Installation _____

Name of Installer _____
(Attach Credentials of Installer or other Documentation of Qualification To Install Satellite Dish)

I/We have read the Westerfield townhouses' rules regarding the installation of a satellite dish. I/We understand that nothing in this application, its submission or review insures or otherwise guarantees that such application will be approved as submitted or modified.

I/We understand that should the Satellite Dish Installation Application be otherwise approved I/we have the right to have the installation preformed by a person or company of my/our choosing who must first demonstrate and thereafter be approved to perform such installation under the terms contained in the rules of Westerfield Townhouses. I/We also understand that I/we may have an installer approved and retained by Westerfield Townhouses perform the installation at such reasonable fee to me/us as may be set and approved by Westerfield Townhouses' Board of Directors.

In the event that I/we elect to use an installer not otherwise associated with or approved by Westerfield Townhouses, I/we understand that an agent of Westerfield Townhouses and/or inspectors or contractors associated with materials warranties may monitor the installation process. I/We understand that after installation, a staff member or other authorized agent of Westerfield Townhouses, including but no limited to materials warranty personnel, will inspect the satellite dish and if the dish is not installed properly so as not to void warranty [ies] and safely, I/we will immediately instruct the person or company performing the installation to take such immediate actions to remedy the problem or remove the dish. If such improper installation or threat to compromise or void any materials is discovered during the installation process, I/we agree that the installation will immediately cease until such time as the concerns related to the installation are resolved to the satisfaction of the inspector, contractor or materials warranty person[s]. I/We also understand that the satellite dish is not a home improvement and the satellite dish must be removed, the area of installation must be repaired and restored at the member's expense by qualified personnel so as not to void or compromise

any building material warranty, if I/we move from out unit.

I/We understand that all work must be done in coordination with any of management's designated contractors so that any warranties on buildings or materials in place are not void[ed] or compromised. I/We further understand that any approved installation must be completed within thirty (30) days of the approval date unless extended in writing by management or such approved installation will be void and the new application must be submitted.

Member Signature Date

Member Signature Date

Office Staff Signature Date

WESTERFIELD TOWNHOUSES, INC.
320 N. CHURCH ST. • OLATHE KS 66061
913.782.1650 OFFICE
westerfieldtownhouses@yahoo.com

NEIGHBORHOOD GARDEN PERMIT

Member Name_____

Unit Address_____

Phone #_____

e-mail_____

Acceptance of Rules and Regulations

I/We have read the Rules and Regulations set forth by Westerfield Townhouses. I/We will provide a drawing of the garden area and will provide pictures of the area requesting the community garden to be located; these can be e-mailed, to westerfieldtownhouses@yahoo.com. I/We understand that this needs to be approved by Westerfield before work can start on the garden area.

_____

Member Date

_____

Member Date

Sample box designs on the back

WESTERFIELD TOWNHOUSES, INC.
320 N. CHURCH ST. • OLATHE KS 66061
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westerfieldtownhouses@yahoo.com

RAIN BARREL PERMIT

Member Name_____

Unit Address_____

Phone #_____

e-mail_____

Acceptance of Rules and Regulations

I/We have read the Rules and Regulations set forth by Westerfield Townhouses. I/We will provide pictures of where the Rain Barrel will be located; these can be e-mailed, to westerfieldtownhouses@yahoo.com. I/We understand that this needs to be approved by Westerfield before work can start on the Rain Barrel.

_____

Member Date

_____

Member Date