

Modifications & Alterations



Information and guidelines below are provided to assist owners with policies and procedures requesting to make alterations and to modify their homes.

1. Structural changes or modifications to internal or external part of the Unit are prohibited without the written approval of the Management.
2. No external alteration on the Unit (including alteration of its exterior painting) is permitted without Management's written approval.
3. To obtain the said approval, the Resident shall submit a written request to the Management stating the areas of the Unit wherein modification/alteration will be made and attaching the drawings as well as the specifications for the proposed modification/alteration.
4. The Resident shall make a deposit of AED 5,000/- to the Management upon approval of the request for modification/alteration. This amount shall be used for any loss or damage directly or indirectly caused by the works performed or by the workers, or contractor engaged to perform the works. The said deposit shall be refunded to the Resident upon completion of the approved modification/alteration, subject to the notice requirement under Article 15 hereof.
5. The Management shall act upon on the said request within reasonable time informing the concerned Resident if his/her request is granted or denied.
6. No modification/alteration shall commence pending the approval of the request. Once approved, a copy of the approval shall be posted in the front window of the Unit throughout the duration of the relevant construction. It is understood that such approval, however, shall not relieve the Resident of any responsibility or liability for any damage or injury to person or property caused by such works nor shall approval be construed to impose any responsibility or liability upon the Management.
7. In the event the request is approved, the modification/alteration works must be completed within six (6) months from approval date. In case the modification/alteration works is not completed within the said period, another request form should be submitted to the Management.
8. The modification/alteration works to be done in the Unit must not cause damage to and exceed the electrical capacity of the Resident's Unit who undertake such modification/alteration. All construction materials must be stored within the Unit's available space.
9. The Resident hereby agrees to repair common power line and water line damage during modification/alteration works. The Resident shall be responsible to correct any problems resulting from the proposed alteration/modification to the Unit that causes any adverse effect to the common areas or neighboring units/properties. The Resident shall hold free and harmless the Management, its representative and employees for any claims for property damage or personal injury as a result of the said modification/alteration.
10. The modification/alteration works shall be allowed from Saturday to Thursday 8:00 am to 5:00 pm. Workers are not allowed to remain within the Unit or the Premises beyond the working hours except when prior approval from the Community Management Office is obtained or during emergency works. Workers shall not loiter within the Premises during lunch or break times.
11. The Resident intending to make modification/alteration of his/her Unit must comply all applicable laws and regulations (including these House Rules) and shall obtain all the necessary permits at his/her own expense. It is understood that any additional cost incurred towards registration of the modification/alteration with Land Department or other government agencies (if registration is required) will be paid by the Resident.
12. All maintenance and upkeep to the said modification/alteration will be performed at the expense of the Resident. In case maintenance costs are incurred by the Management as a result of the modification/alteration, the same will be reimbursed by the Resident.
13. It is the responsibility of the Resident to obtain applicable insurance for the modification/alteration, and once obtained, provide the Management a copy of insurance policy.
14. Notwithstanding of the said approval, the Resident acknowledges and agrees that in the event that he/she cannot maintain the modification/alteration to protect the Premise's aesthetics or outward appearance, the Management shall have the right to maintain or remove the same at Resident's expense.
15. The Resident is obliged to inform the Management as to the completion of the modification/alteration. Notice Completion Form is available at Property Management Department which is located at the address mentioned in Article 3 hereof.

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Technical Guidelines

- All new construction work must have a minimum of 1.5 meters set back from the compound wall.
- Maximum allowable height of the new structure may not exceed 3.0 meters.
- All new facades must follow the existing architectural scheme.
- Owner must obtain approval on all drawings (structural, architectural and MEP) and method statement prior to commencement of construction.
- Additional electrical load must be considered with the limit of existing load.
- Any additional MEP work must comply with rules and regulations of relevant authority.
- Owner must apply and obtain access for any required heavy equipment, concrete mixers and trucks well in advance and to coordinate the same with security.
- Construction work is prohibited after 5:00 PM and before 8:00 AM
- Area under modification should be cordoned off until completion of construction works.
- All construction material should be stored within the boundaries of the unit.
- All debris must be disposed regularly at owner's expense and outside of Al Hamra Village and at municipality designated location.

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Please fill in the information required below.

Owner Name		Unit No.	
Contact No. 1		Contact No. 2	
Email			
Start Date		End Date	

Tick areas that the modification/alteration will change:

- | | | |
|---|---|---|
| <input type="checkbox"/> General Modification | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Others, Please Specify below |
| <input type="checkbox"/> Exterior Appearance | <input type="checkbox"/> Structural Changes | |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Swimming pool | |
| <input type="checkbox"/> Maid's Room | <input type="checkbox"/> Rear Fence Gate | |

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Description of Modification/Alteration:

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Modification/Alteration work to be carried by:

Contractor Name	
Address	
P.O.Box	
Tel	
Mobile	
Email	

Note:

- Sign this form and include any necessary attachments (e.g. drawings and specification).
- The Management must approve modification/alteration request before any work will commence.
- Completed forms should be returned to the Community Management Office

I have read and understand all the rules on modification/alteration as stated in Al Hamra Village House Rules and hereby agree to abide with the same.

Homeowner Signature		Date	
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Company Use Only

APPROVED NOT APPROVED

Additional Comments

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Company Engineer Signature		Date	
Company Head Signature		Date	