



Capital Improvement Policy

CHAPA defines capital improvement as a necessary improvement, not covered by a condominium or homeowner association fee, that if not done would compromise the value or marketability of the home. CHAPA can also approve the installation of air conditioning or solar panels for homes that currently do not have those systems.

Only approved Capital Improvements can be considered when CHAPA calculates your deed restricted affordable Maximum Resale Price. While you are free to complete improvements or upgrades to your home for your own enjoyment, only certain types of investments can be considered for your future resale price.

The following table provides a list of common capital improvements:

<u>Qualify as Capital Improvements</u>	<u>Do Not Qualify as Capital Improvements</u>
<ul style="list-style-type: none"> • New roof • Replacement of windows • The replacement of siding, shingles, or clapboard due to damage or deterioration • Exterior painting due to deterioration • Heating or plumbing replacement • Structural deficiencies such as termite or other pest damage, water damage, or other maintenance as required • Septic tank repairs replacement • Appliance replacement (stove, dishwasher, refrigerator) • Any repair or replacement identified by the owner and approved by CHAPA that maintains the value and marketability of the home due to normal wear and tear • Replacement of flooring • Installation of air conditioning • Installation of solar panels 	<ul style="list-style-type: none"> • Outdoor decks • Additions • Finishing of unfinished spaces • Garages • Landscaping • Upgraded flooring (e.g. from carpet to hardwood) • Other items that could be considered upgrades or luxury improvements

Do-It-Yourself Improvements: Note that if you plan to do the work on your own, only the cost of the materials that you purchased will be taken into consideration.

Special Assessments: Special assessments that you paid as a member of your condominium or homeowner's association may also be factored in the Maximum Resale Price. This will be reviewed on a case-by-case basis and will require that you provide additional documentation to CHAPA.

Depreciation: At the time of resale CHAPA will take into consideration the current value of the improvement based on a depreciation schedule. This means the longer the time since your improvement was complete, the smaller its effect on the resale price given the estimated lifespan of the improvement.

Maximum Resale Price Limit: The formula contained in your deed restriction for calculating your Maximum Resale Price may limit how much CHAPA can add for approved Capital Improvements to your resale price. Many deed restrictions require the price to stay affordable to an income eligible household no matter the extent of the Capital Improvements.

Doing Work to Your Home: Please keep in mind that any work done to your home must comply with condominium or homeowners' association rules, as well as local and state building code and zoning ordinances. You are responsible for obtaining any other necessary permissions.

Getting Capital Improvements Approved

If you plan to do work to your home that qualifies as a Capital Improvement, please contact CHAPA. All Capital Improvement requests should be submitted before you begin the work. Your Capital Improvement request must include:

- A description of the work to be done
- An explanation of why the work is necessary or otherwise eligible
- An estimate or other documentation of the projected cost
- Any other information or documents that helps CHAPA review the request

Upon receiving your request, CHAPA will review the information and follow up with a determination. If the request is approved, you will be asked to submit a copy of the invoices and receipts paid to complete the work. This is necessary to confirm the amount and depreciation schedule that will be applied to the future resale price of your home. Once the work is complete and final documents submitted, CHAPA will provide a full Capital Improvement Approval letter.

Requests for capital improvements or questions can be directed to:

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