

The Aztec Condominium Homeowners Association, Inc.
Construction / Remodeling Rules - Owner Agreement

These rules are designed to lessen the impact on other residents when a unit is undergoing construction.

The unit owner is responsible for making sure all these rules are followed whether they are doing the work on their own, or using a contractor. If these rules are violated, the unit owner will be subject to fines. The Unit owner is responsible for educating contractors and workers they employ on all of these rules, and demonstrating how to access the building for construction. **Owners must initial each bullet point**

- **These rules must remain attached to the front door of the unit during the entire construction period.**
- **Hours for Work: 8:00 am and 5:00 pm, Monday - Friday.** All construction work must be done between these hours. No work shall be done on Saturdays or Sundays or Holidays, nor after 5:00 pm.
- **Lobby Entrance: Nothing may be brought through the front lobby.** All supplies, tools & materials must enter the building through the B2 garage and garage elevator lobby entrances.
- **Loading / Parking:** Construction and delivery vehicles must park on the street or the unit owner's parking space. There is no construction nor delivery (loading or unloading) on the parking levels of the building.
- **Work Area:** All work for the construction must be done inside the condominium or on its balcony. Contractors may not set up or stage in other areas for fabrication.
- **Plumbing Issues:** Water Supply Main Valves: There are 2 main water shut off valves for all units. One is for hard water, one is for HOA supplied soft water. Existing galvanized couplings behind fixture shut off valves which are accessible because of this work should be changed to brass (see Building Manager).
- **Hard Surface Flooring:** The new or replacement installation of any hard surface flooring (tile, hardwood, laminate) must include sound insulation barriers. These are installed between the cement and the hard surface flooring during installation to mitigate noise transmission to the resident below. Carpet is the preferred flooring choice.
- **Lift Slab Construction:** No channels or holes may be made in the cement floors or ceilings of the units.
- **Garbage:** Construction waste must be transported in sealed bags or containers through the common areas. Debris may not be left in any common areas, it must be cleaned up immediately. Construction waste may not be placed in the dumpsters. Contractors must dispose of it separately.
- **Elevators:** Only the south elevator is to be used for construction transport. It must be padded when transporting construction materials. An elevator control key may be obtained but the elevator must be returned to normal service as quickly as possible. Arrange elevator padding and control key with the building manager in advance.
- **Cleanup:** The owner & contractor are responsible for keeping the common areas clean (halls, elevator, parking level lobby, parking areas, building) during the construction process. Immediate clean up is mandatory.
- **Quiet:** The door to the unit being remodeled must be kept closed at all times to reduce noise transmission. All workers should be instructed to help reduce noise whenever possible.
- **Security:** Garage and entry doors must be closed immediately after loading / unloading.
 - **Contractor lock boxes are not allowed.**
- **Completion of Project:** All construction must be completed within the approved time period granted by the board of trustees. A project which exceeds the approved period may be subject to fines for the disruption this causes other residents in the building.
- **Shopping carts:** Shopping carts on the parking levels are not for contractor use.
- **Damage:** If there is any damage to the building caused by the contractor or workers, it must be repaired to the satisfaction of the management committee, or the unit owner will be held liable for the costs of the repair.

Contractor Information:

Contractor's Name: _____
Company Name: _____
Email: _____ Cell Phone # _____

Homeowner Information: Unit Number: _____

Homeowner Name: _____
Homeowner Signature: _____ Date: _____

By signing this form you agree to abide by these rules.

The Aztec Condominium Homeowners Association, Inc.
Construction / Remodeling Pre - Approval for Condo Owners

Because construction activities impact other residents, the HOA requires approval before the construction or remodeling may begin. The owner seeking construction approval must provide the four items listed below, in order for the HOA to authorize the project.

- 1 - A letter and/or appropriate diagrams detailing the work to be done. (Small projects require only a letter.)
 - Structural changes require detailed drawings.
 - Electrical changes: Only licensed electricians are allowed to perform work in the building. Plans should reflect all proposed electrical changes.
 - Plumbing changes: Only licensed plumbers are allowed to perform work in the building. Plans should reflect any plumbing modifications. Existing galvanized couplings behind fixture shut off valves which are accessible because of this work should be changed to brass (see Building Manager).
 - BUILDING PERMIT: Structural and/or Electrical and/or Plumbing changes require a building permit.
- 2 - Copy of the unit owner's current property and liability insurance certificate.
- 3 - Construction deposit of \$200.00. This will be refunded at the end of the project if there are no fines.
- 4 - Completed and signed: (1) Construction / Remodeling Pre- Approval for Condo Owners
(2) Construction / Remodeling Rules & Agreement

Note: It may take several business days to receive authorization from the board of trustees. Please get approval well in advance of your project start date.

Project Start Date: _____ Estimated Completion Date: _____
Unit Number: _____
Homeowner Name: _____
Homeowner Signature: _____ Date: _____

THE HOA BOARD OF TRUSTEES MUST APPROVE THE PROJECT BEFORE WORK BEGINS.

Board of Trustee Approval:

Name: _____
Signature: _____ Date: _____

Name: _____
Signature: _____ Date: _____

Name: _____
Signature: _____ Date: _____

Name: _____
Signature: _____ Date: _____

Name: _____
Signature: _____ Date: _____