

UNIT IMPROVEMENT REQUEST

Instructions

This form is intended to assist owners in complying with Section IX of the Birchwood Pointe Rules and Regulations. Please review the section before submitting this form. (For convenience, the section is reproduced on the next page.)

All sections of the form must be completed and submitted to the Board for review before any work is performed.

- Please allow up to 21 days for review and approval.
- Any incomplete sections of the request form may delay project approval.
- Contractor license information and insurance certificates are required.
- Insurance certificates must name the Condominium as an additional insured for all coverage required, the minimum of which is general liability.
- It is recommended that owners obtain a separate insurance certificate naming them as an additional insured.

Note that there are items for which the Trust has developed required specifications:

- Windows and sliders
- Bathroom vents
- Stand alone or portable air conditioners
- Others as may be determined – please inquire

It is important for the owner to understand the boundary between the unit and the common area. The unit is defined as "studs in", which means the studs belong to the Association, but the drywall belongs to the unit. The unit includes: the windows and sliders, but not the structure around them; the air conditioner, but not the a/c sleeve; the bathroom vent, but not the exterior cap; the flooring material (carpet, vinyl, kitchen and bathroom tile) but not the gypcrete subfloor, etc.

If there are any questions, or if you encounter a renovation concern related to common area elements, please contact Management immediately, during regular business hours. This must be done prior to commencing work that is adjacent to or that impacts common area elements.

IX. ALTERATIONS & HOME IMPROVEMENTS

External:

Alterations to the exterior of the individual units, common property or common grounds are prohibited. This includes railings, air conditioner sleeves, interior hallway doors, window casings, etc.

Internal:

Residents wishing to make permanent improvements inside a unit must submit a Unit Improvement Request Form to Management and complete all associated requirements 21 days in advance of project start date. Forms may be obtained from Management.

1. No unit shall install or cause to be installed any private laundry equipment including washers and/or dryers. Any units with pre-existing equipment installed prior to February 24, 2014 may maintain such equipment until its replacement is required subject to the following requirements of the Trust:
 - a. Any existing equipment cannot be replaced. Laundry equipment is not transferrable to a subsequent unit owner.
 - b. Any units having private laundry equipment shall provide prompt notice to the Association of the presence of the equipment.
 - c. The unit owner must subject the equipment to inspection by representatives of the Trust
 - d. Any equipment not installed to the requirements of local building code will be required to meet those standards or will be removed at the unit owner's expense.
 - e. Dryers must be vented to local code requirements.
 - f. Any unit with a washing machine must install armored water hoses and a leak detection device with audible alarm acceptable to the Trust.
 - g. Any unit owner found to have laundry equipment in their unit without meeting the requirements of Sections a.– f. of this rule shall be considered negligent and shall be held personally responsible for any damages caused as a result of the equipment's presence and operation and required to remove the equipment at their sole expense.
2. The Unit Owner is responsible for ensuring that all appropriate work permits are in place prior to the start of any work.
3. Alterations, additions, or changes must comply with all local, state and federal codes. The Trustees reserve the right to have units inspected for compliance.
4. Alterations, additions or changes to the interior structure or changes that may affect the structural, electrical, plumbing, or heating systems require approval of the Trustees through Management prior to commencing.
5. Any contractors engaged by a Resident must be licensed and carry, at their own expense, adequate general liability, builders risk, and worker's compensation insurance coverage.
6. Evidence of such coverage must be submitted with each proposal to Management one week prior to the scheduled start date.
7. The minimum level of general liability coverage is set at \$1,000,000 per occurrence
8. Vendors and contractors working in a unit must comply with all association rules and by-laws.
9. Vendors and contractors may not perform work or set up equipment in common areas, including parking lots and hallways, without the express written consent of the Board of Trustees.
10. All proposed structural work and penetrations through the common elements, including floors, ceilings and walls, must be detailed.
11. Any potential noxious fumes or odors must be managed so as not to affect other residents.
12. Construction waste must be disposed of off-site, not in the dumpsters.
13. Contractor vehicles must be parked so as not to interfere with entryways or other residents.
14. If a contractor impacts any common area, it is the unit owner's responsibility to perform cleanup or repairs in coordination with the Management Company.
15. For plumbing work, if the water for the building must be turned off, 48-hours' notice is required to allow communication to other residents.
16. Working hours should generally be limited to 8 a.m. to 6 p.m., Monday through Friday. Any exceptions must be approved by Management.

Window and Sliding Door Replacement

Any Resident seeking to replace windows or sliding doors must comply with Association specifications; contact Management to obtain the specifications.

ENFORCEMENT AND VIOLATIONS FOR SECTION IX ABOVE

In accordance with the provisions in the Master Deed, By-laws or Rules and Regulations (as may be revised from time to time), failure to adhere to the above guidelines for unit alterations may result in corrective action by the Association at the Unit Owner's expense. In addition, fines imposed for such infractions will be 10% of the cost of the repairs incurred by the Association, or a \$50 minimum fee.

UNIT IMPROVEMENT REQUEST

(USE ADDITIONAL SHEETS AS REQUIRED)

UNIT OWNER

Unit Owner:	
Unit Number:	
Phone:	Cell phone:
Start Date:	Email:
Signature:	Date:

CONTRACTOR

Name:		
Address:		
Phone:	Cell phone:	
License Number:	Email:	
Insurance Contact:	Permit #:	
Insurance Certificate:	Liability	Workers Comp.
		Other:

DESCRIBE PROJECT OR RENOVATION

Specify all material types. Provide manufacturer and model information as appropriate.

PLAN OR DRAWING

Please provide a drawing of the area of renovation or attach plans.
Define scale or provide measurements.

BOARD USE

Received by:	Date:
Reviewed by:	
Special Conditions/Alterations:	
Approved by:	Date: