

# WATERFORD CONDOMINIUM ASSOCIATION

## REMODELING POLICIES & PROCEDURES

In order to comply with the Remodeling Policy & Procedures of the Waterford Condominium Association, a unit owner must fulfill the following requirements:

The following information must be submitted to the Management Office at least two (2) weeks BEFORE your remodeling project is scheduled to begin:

### REMODELING SUBMITTAL CHECKLIST

1. Signed 'REMODELING REQUEST FORM' \_\_\_\_\_
  - License of General Contractor \_\_\_\_\_
  - Project Scope Checklist \_\_\_\_\_
  - Projected Schedule of Construction \_\_\_\_\_
2. Certificate(s) of Insurance for all contractors \_\_\_\_\_
3. License of Plumber and/or Electrician \_\_\_\_\_
4. Project Specifications \_\_\_\_\_
5. Floor Plan/Diagram/Drawing (if applicable) \_\_\_\_\_
6. Signed 'ACKNOWLEDGEMENT OF RECEIPT' \_\_\_\_\_
7. Signed "REMODELING INDEMNITY AGREEMENT" \_\_\_\_\_
8. Signed "RULES AND REGULATIONS" \_\_\_\_\_
9. Signed "REMODELING: GENERAL TERMS & CONDITIONS" \_\_\_\_\_

Per the WaterFord Condominium Association's Rules & Regulations, the following work may be performed without prior approval:

- Changing appliances not involving plumbing or electrical modifications.
- Installation of carpeting over felt or rubber padding.
- Interior wallpapering, plastering or painting of units that does **not** include popcorn ceilings.
- Changing unit light fixtures that are **not** installed in a popcorn ceiling.
- Installation of curtain rods or window treatments that are **not** installed in a popcorn ceiling.

NOTE: While prior approval is not required for the five (5) specific areas mentioned above, the general terms and conditions listed in the Rules & Regulations – **Item V. Individual Units:** Alterations, Additions and Improvements section, and the attached "GENERAL TERMS & CONDITIONS" do apply to any work performed in units.

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REMODELING POLICIES & PROCEDURES**

**REMODELING REQUEST FORM**

Owner Name: \_\_\_\_\_ Unit: \_\_\_\_\_

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Name of Contractor

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Address

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Contact Person

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Contact Phone

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Name of Contractor

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Address

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Contact Person

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Contact Phone

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Name of Contractor

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Address

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Contact Person

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Contact Phone

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Name of Contractor

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Address

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Contact Person

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Contact Phone

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Scope of Work Checklist: Please check all that apply.

- Complete Unit Remodeling
- Kitchen Remodel
- Kitchen Flooring Installation
- Bathroom Remodel
- Bathroom Flooring Installation
- Plumbing Work
- Requires Water Shut Off
- Electrical Work
- Hard Surface Flooring Installation
- Carpentry Work
- Require Elevator Time
- Requests Appointment with Building Engineer

Proposed Start Date: \_\_\_\_\_

Proposed Itemized Schedule of the Work: (Attached)

Proposed End Date: \_\_\_\_\_

Schedule of the Work: The proposed schedule and any subsequent changes to the schedule are subject to Management approval based upon coordinating all construction activity in the building.

Insurance: All contractors must provide an appropriate Certificate of Insurance as required in the Remodeling: General Terms and Conditions.

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**ACKNOWLEDGEMENT OF RECEIPT**

DATE: \_\_\_\_\_

TO: WaterFord Condominium Association

FROM: Owner(s)' Name(s)

\_\_\_\_\_  
\_\_\_\_\_

RE: Remodeling of Unit(s) \_\_\_\_\_

I (we) **received and have read** a copy of the WaterFord Condominium Association Remodeling Policy & Procedures, Rules & Regulations, and General Terms & Conditions regarding proposed remodeling of my Unit and agree to comply and review with our contractor(s).

I (we) understand that all documentation and approval must be on file in the Management Office **prior** to the commencement of any work.

I (we) further understand that a written authorization from the Association or its agent must be obtained prior to the commencement of any work and that subsequent changes to originally presented and approved plans for remodeling of Unit(s) must be approved by the Association's Board of Directors or its agent.

I (we) agree to make available for inspection a copy of written authorization of remodeling work upon request by Management, and/or the building engineer during periodic inspections of the work.

I (we) agree to submit copies of "AS-BUILTS" plans to the Management Office upon completion of the work, if applicable.

I (we) agree to advise the Management Office in writing upon completion of the work.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

**WATERFORD CONDOMINIUM ASSOCIATION**  
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**REMODELING INDEMNITY AGREEMENT**

THIS IDEMNITY AGREEMENT is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_.

**RECITALS:**

- A. Indemnitor own(s) Unit \_\_\_\_\_ (the "Unit) in the condominium property located at 4170 N. Marine Drive, Chicago, Illinois and commonly known as WaterFord Condominium (said Condominium and the units and elements thereof are hereinafter referred to as the "Condominium Property").
- B. Indemnitor has submitted to the Board of Directors of the Association ("Board") plans and specifications described on Attachment A attached hereto (the "Plans") for the construction of certain improvements (the "Work") in the Unit and have requested the Board's approval thereof pursuant to the Declaration, By-Laws, and Rules and Regulations of the WaterFord Condominium Association.
- C. The Indemnitor is delivering this Agreement to the Association as an inducement to the Association to approve the Plans.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter set forth, the Indemnitor agree(s) as follows:

- 1. The work shall be performed subject to the following:
  - a) Indemnitor shall cause the Work to be performed in accordance with the Plans, in good and workmanlike manner and in accordance with all applicable governmental laws, statute, ordinances, codes, rules and regulations and in accordance with the provisions of the Declaration.
  - b) Indemnitor shall ascertain that the Work, will conform to all applicable governmental laws, statute, ordinances, codes, rules and regulations and will not cause any structural impairment to the Condominium Property and will not damage the mechanical, electrical, heating, ventilation or air-conditioning systems of the Condominium Property. Indemnitor shall not make or cause any other party to make any material modification to the Plans after furnishing the Board with the aforesaid certification.
  - c) Indemnitor shall furnish on request of the Board copies of all building permits, licenses, certificates, authorizations, and satisfactory evidence of the payment of all fees relating to the work.

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- d) Indemnitor shall cause the Work to be performed free of any liens, claims or encumbrances and, upon request of the Association, will furnish evidence reasonably satisfactory to the Board that the Work has been so performed.
  - e) Indemnitor shall furnish the Board with reasonably satisfactory evidence of insurance policies carried by their general contractor and subcontractors, insuring the Board, its members, agents and employees and any other party designated by the Board against claims of injury to persons or property, or claims under worker's compensation or other similar statute arising from or out of the Work, such policies to be in amounts, cover risks and be issued by companies reasonably satisfactory to the Board.
  - f) The Work shall not commence prior to receipt by the Indemnitor of prior written approval of the Plans from the Board.
  - g) Indemnitor agree(s) that any Work which requires removal, addition or relocation of existing cable television taps, outlets, conduits or equipment and facilities, including but not limited to plumbing, electrical lines, wires and apparatus, shall be completed by or under the direct supervision of such contractors, companies and personnel which may, from time to time, be employed to maintain such lines, equipment and facilities serving the Condominium Property.
  - h) Indemnitor shall furnish the Board with such other documentation as the Board requires evidencing good and workmanlike construction and protection of the Association and Condominium Property against any claims, liens or injuries of any third parties, including but not limited to evidence of available financing to pay for the Work.
2. The Board's approval of the Plans shall be subject to the conditions that Indemnitor perform the Work and maintain all improvements at all times in compliance with the Declaration, the By-Laws and Rules and Regulations of the Association, all as from time to time amended, and in conformity with all applicable to the occupancy and use of the Condominium Property.
3. Indemnitor shall be responsible for any damage to the Condominium Property or any part thereof arising from or out of the work or and maintenance of the improvements constructed by the Indemnitor. Indemnitor shall indemnify and hold the Board, its agents, employees, invitees and members and any other occupants of the Condominium Property, harmless from any costs, expenses, fees, including reasonable attorney's fees, loss, damage or liability arising from or out of or in any way connected with the Work. Indemnitor shall pay all fees incurred by the Board in processing and reviewing the Plans and Work, including but not limited to all legal, architectural, engineering and recording fees.
4. Solely the Indemnitor shall pay the cost and expenses of the Work. In the event any mechanic's lien is filed on the Condominium Property or any part thereof as a result of the Work, Indemnitor will promptly discharge same or provide the Board with reasonable security against such liens. If Indemnitor fails to discharge any such liens within thirty (30) days after written notice thereof from the Board to Indemnitor, the Board may, at its option, pay said lien or any portion thereof without inquiry as the validity thereof; any amounts so paid by the Board, including all expenses and fees

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incurred by the Board in connection with said payment and interest thereon, or in connection with said payment and interest thereon, shall be a lien on the Unit and shall be payable to the Board on demand.

- 5. The projected completed date is \_\_\_\_\_, \_\_\_\_\_20\_\_\_\_. Work shall be performed on Monday – Friday between the hours of 8:30 am – 5:00 pm. No work shall be performed on weekends or holidays. Indemnitor’s contractors shall only use elevators designated by the Association and shall keep the Condominium Property free and clear of all debris. Indemnitor’s Contractor’s material and supplies shall be stored only within the Indemnitor’s Dwelling Unit and not in the Common Elements. All improvements shall be performed in a manner reasonably calculated to result in the minimum inconvenience to residents of the Condominium Property. The Association and its agents and employees shall have the right to inspect the Work during the course of alterations at reasonable times upon prior notice; provided, however, that any such inspection shall not result in any liability on the part of the Association with respect to the Work. Indemnitor shall cause to be corrected any work which deviates from the Plans and Work approved by the Association.
- 6. The Board reserves the right to impose additional restrictions as to the manner of which Work may be performed if, in the Board’s reasonable judgment, such additional requirements are necessary to address specific problems arising in the course of the Work.
- 7. Notices hereunder shall be in writing and shall be served by U.S. certified mail, return receipt requested, addressed to the party at the following addresses or such other address as party shall designate in writing:

TO ASSOCIATION: WaterFord Condominium Association ATTN: Management Office  
4170 North Marine Drive, Chicago, Illinois, 60613

TO INDEMNITOR(S): \_\_\_\_\_  
\_\_\_\_\_

This agreement shall be binding on and shall insure to the benefit of (a) Indemnitor’s respective heirs, executors, administrators, successors and assigns and the successive titleholders of the Unit and (b) the Board, its successors and assigns.

**IN WITNESS WHEREOF**, Indemnitor(s) and Association have caused this Agreement to be executed and signed hereto as the day and year first above written.

INDEMNITOR(S):

Unit Owner: \_\_\_\_\_

Unit Owner: \_\_\_\_\_

ASSOCIATION: \_\_\_\_\_  
(As Agent)

# WATERFORD CONDOMINIUM ASSOCIATION

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### I RULES & REGULATIONS

#### **VERBATIM: Alterations, Additions and Improvements**

1. Before beginning any alterations, additions or remodeling projects within their units, residents shall obtain a Remodeling Request Packet from the Management Office or from the building's web site and secure a current statement of the Association's "Remodeling Policies and Procedures" as contained in the Remodeling Packet, which is part of the WaterFord Rules and Regulations.
2. The Remodeling Request Packet contains all required information concerning the project and must be completed and submitted to the Board of Directors via the Management Office for approval before any work may be undertaken by either unit owners or contractors.
3. The complexity of the proposed work and the degree to which structural elements are affected will determine the amount of review required in order to protect the safety of all residents and the structural integrity of the building. Some projects may require architectural/engineering consultation; if this is necessary, the owner will be responsible for any costs incurred.
4. Board approval must be secured in writing for any alterations, additions, or improvements to the unit which involve (a) any degree of demolition or penetration of wall, ceiling or floor surfaces or (b) installation, modification or construction related to the plumbing, electrical, and/or mechanical systems which may affect the common elements, individual tiers or the building as a whole. Such alterations include, but are not limited to:
  - Installing hard flooring surfaces (wood, ceramic, or other tiles, marble, etc.). Policy requires that certain transmission barriers (i.e. plywood, cork, etc.) be utilized which will have the same sound-absorbing properties as wall-to-wall carpeting. Guidelines are included in the Remodeling Packet.
  - Partially or totally demolishing an interior non-load-bearing wall.
  - Any changes to load-bearing walls must be approved by a structural engineer (designated by the Board) at the unit owner's expense.
  - Removing or replacing plumbing fixtures. Due to the pressurized nature of the building's water system, plans or specifications presented to the Management Office must identify the manufacturer and model numbers of all replacement parts/fixtures.
  - Installing refrigerators with ice makers or drinking water dispensers.
  - Installing a whirlpool bathtub or sauna.
  - Installing a wet bar.
  - Relocating electrical outlets or circuit breaker panels.
  - Alterations to vents or exhausts.
  - Replacing heating/cooling units if they alter the outside frame or brickwork.
  - Combining units.



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5. It is not necessary to secure approval for:
  - Interior wallpapering, plastering or painting of the units, which does not entail disruption of popcorn ceilings.
  - Changing of a unit light fixture which does not entail disruption of popcorn ceilings.
  - Changing appliances not involving plumbing or electrical modifications.
  - Installation of curtain rods or window treatments which do not entail disruption of popcorn ceilings.
  - Installation of carpeting over felt or rubber padding.
6. The installation of new toilets and sinks may require replacement of shut-off valves. Notification four days prior to the installation is required so that the Management Office can notify affected residents or shut down common pipes as necessary.
7. Residents are responsible for the removal of all construction material. Sawdust and similar debris shall be placed in closed containers before removal from the unit. Owners shall either arrange for removal of debris by their contractor(s) or may use the Association's dumpster for a fee. Arrangements must be coordinated with the Management Office.
8. No debris shall be placed in the refuse chute. Only the freight elevator may be used for trash removal.
9. Residents are responsible to prevent damage to elevator lobby and corridor doors, carpeting, ceilings, light fixtures, and walls. Floor protection sheets are to be laid over the entire traffic area in the elevator lobby and the corridor when debris or heavy materials are transported to/from the unit.
10. Residents are responsible for any damage to common areas, including the daily cleaning and removal of debris and/or any damages to other resident's property.
11. Workmen may not work or leave tools/materials in the corridor or other common areas of the building, including the units' balconies.
12. Nothing is to be transported up to a unit on the exterior of the building nor is anything to be dumped from the balconies.
13. Any laborers using flammable materials must include a regulation ABC fire extinguisher as part of their equipment.
14. All contractors must submit a Certificate of Insurance in which the WaterFord Condominium Association and Chicagoland Community Management are listed as "Additional Named Insured."
15. Hours of actual construction are from 8:30 a.m. to 5:00 p.m., Monday through Friday. No construction is permitted on weekends.
16. Alterations not in accordance with the Remodeling Policies and Procedures (e.g. if hard floors are installed without proper insulation) shall be rectified at the unit owner's expense.

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**17. Special Rules for “Popcorn” Ceilings and Original Floor Tiles**

The original “popcorn” textured ceilings and original floor tile in unit kitchens contain asbestos. These materials pose a health hazard when they are disturbed and release asbestos fibers into the air. In order to avoid exposure to asbestos fibers, the following special rules apply to any work affecting or involving textured ceilings or original floor tiles:

**Popcorn Ceilings.** Except for painting or skim coating, original “popcorn” ceilings may not be modified, renovated, or disturbed in any way without the Board’s prior written approval. This requirement applies to: full or partial removal of ceilings; sanding ceilings; drilling or cutting into ceilings; and Inserting nails, screws or fixtures into ceilings. In general, the Board will not approve any such work unless it is performed by a specially-licensed contractor who uses special precautions to prevent the release of asbestos fibers into the air. Full or partial removal of original "popcorn" textured ceilings must be performed by a licensed asbestos abatement professional in accordance with all applicable, federal, state and City laws and ordinances.

**Floor Tiles.** Original floor tile in unit kitchens may not be removed or disturbed in any way without the Board’s prior written approval. Because breaking a floor tile into pieces or cutting a floor tile with a razor knife will usually not result in the release of significant amounts of asbestos fibers, Board approval will generally be given for routine removal of original floor tiles without need of special contractors, as long as floor tiles will not be drilled, sanded or abrasively cut and the removed floor tile is disposed of properly. If floor tiles are to be drilled, sanded, or abrasively cut, the Board will require that such work be performed by specially-licensed contractors who use special precautions to prevent the release of asbestos fibers into the air.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

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**II REMODELING: GENERAL TERMS & CONDITIONS**

The following general terms and conditions have been established in the best interest of the unit owners of the WaterFord Condominium Association. Your cooperation in helping to enforce these guidelines will be required.

**WORK HOURS:** Work in the unit shall only be conducted between the hours of 8:30 AM – 5:00 PM, Monday through Friday. No work is permitted on weekends or holidays.

**CITY PERMITS:** The unit owner is responsible for securing all applicable or required permits from the City of Chicago or other governmental agencies before initiation of remodeling, plumbing or electrical revisions. The unit owner will provide copies of any permits on request.

**CONTRACTORS LICENSE:** All General Contractors, Plumbers and Electricians shall be licensed in the City of Chicago. Each license must be submitted as a part of the Remodeling Submittal Checklist.

**BUILDING ENTRY for CONTRACTORS:** The unit owner must provide “Authorization for Entry” forms for all contractors if vendors are to be admitted to building/unit when owner is away. On the same form, the unit owner should indicate the means of providing unit keys to contractor. Under no circumstances should any contractors be provided with common area keys. Each contractor will be required to sign in/out at the Front Desk when on the premises. All construction workmen bringing in materials must use the service elevator.

**MATERIAL DELIVERY/FREIGHT ELEVATOR:** Unit owners shall schedule all material deliveries with the Management Office. Elevator usage is subject to availability, and only the **freight** elevator may be used by contractors transporting equipment. Contractors must unload all material in the dock area. Materials, appliances, cabinets, tools, or other equipment shall not be transported through the Front Lobby area. Delivery of any oversized material or furnishings that cannot be accommodated in the freight elevator shall be arranged by the unit owner in conjunction with the Association’s contracted elevator service company. Costs or fees related to the delivery of oversize items are the responsibility of the unit owner. WaterFord carts or luggage racks may not be used to transport construction materials into, out of, or within the WaterFord.

**PARKING for CONTRACTORS:** Contractors may utilize parking space on the building’s north dock, subject to availability. The Doorman on duty at the Front Desk will provide parking instructions to contractors. In general, contractors should park along the cement wall on the west end of the dock unless directed otherwise by the Doorman on duty.

**MATERIAL STORAGE & WORKMANSHIP:** Storage of remodeling materials in the common areas, halls or on balconies is not permitted. All materials, tools and equipment must be stored inside the individual unit. Contractors must perform all work on materials within an individual unit. Cutting or sawing of construction material is not permitted in the common areas, on the dock or on balconies. No cleaning of filters, equipment, etc. should ever be done on the balconies.

**DEBRIS REMOVAL/DUMPSTER USE:** The unit owner is responsible for removal of all debris and construction material from the unit. The use of the common floor garbage chute for disposal of construction material is strictly prohibited. The unit owner shall either arrange for removal from the

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property of debris, carpeting, cabinets, appliances or fixtures by the contractor, or arrange for removal of same to the Association dumpster located on the interior dock.

All boxes must be broken down and placed in the containers provided in the interior dock area. Use of the dumpster may be arranged with the Management Office. The current fee for dumpster use is \$250.00 or \$40.00 per square yard. Disposal of construction debris may only be done Monday – Friday 8:30 am – 5:00 pm and supervised by Building Personal.

**INSPECTIONS:** All remodeling work is subject to inspection by the Board and its agents; Management and building personnel. The Board and its agents reserve the right to stop or cause to delay any work which has not been approved or which deviates from the approved plans. The Association is not responsible for any expenses or costs to the unit owner related to the delay of work caused by failure to comply with all remodeling procedures or applicable code requirements.

**DAMAGE PREVENTION:** The unit owner shall make provisions to prevent damage to common corridor carpeting, walls, doors and elevators. Drop cloths and/or plywood sheets are to be laid over the entire traffic area in the hallway when heavy materials are transported to/from the unit. All protective items must be removed at the end of each working day.

**CONTAINMENT OF CONSTRUCTION DEBRIS, DUST AND NOISE:** Unit doors should be kept shut at all times during construction work in an effort to contain dirt and noise within the specific unit. Front doors should be taped when doing sanding to prohibit dust from entering the hallway and other units. Provide temporary protection for kitchen and bath exhaust to prevent dust from migrating into the building exhaust system.

**VACUUMING:** Corridor halls shall be vacuumed on a daily basis by the unit owner or contractor. A charge will be assessed to the unit owner if vacuuming is completed by building personnel.

**DAMAGE LIABILITY:** Any damage caused by the remodeling project in an individual unit, whether to the common area or to other unit(s) in the Association, shall be repaired at the expense of the remodeling unit owner.

during the remodeling project. The Rules and Regulations require that laborers using flammable material must include a regulation ABC fire extinguisher as part of their equipment.

**CERTIFICATE(S) OF INSURANCE:** The unit owner shall provide to the Association a certificate of insurance for **each** contractor involved in the remodeling project. The certificate of insurance, endorsed to the unit owner, shall list the WaterFord Condominium Association and Chicagoland Community Management & Realty, Inc. as additional named insured.

1. **General Liability:** A minimum amount of \$1,000,000 Bodily Injury and \$1,000,000 Property Damage must be carried in addition to Workers Compensation Insurance.
2. **Workers Compensation and Employers Liability:** Workers Compensation Insurance shall cover all persons employed in respect to the Remodeling and Construction project. Independent Contractors who do not employ any staff, will need to submit a letter to the Association stating that they do not employ any Staff/Employees.

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**APPROVAL OF REMODELING PACKET:** The unit owner shall submit detailed plans and specifications for the proposed remodeling to the Management Office. The Board of Directors or its authorized agents shall review the information provided by the owner, but shall not be liable to the owner or any third party in connection with said review. The Board's or its agents' approval of any alterations shall not be construed as a warranty or acknowledgement of the sufficiency of such alterations for any purpose whatsoever, or as a waiver of any of the requirements herein or in the "Remodeling Indemnity Agreement," executed in connection herewith. If the Board or its agents determine that independent engineers or outside architectural consultation are necessary, the unit owner shall be responsible for any costs or fees incurred for such services.

**SCHEDULING:** Owner and Contractor shall submit a detailed projected Schedule of Construction which shall include all phases including demolition (if any) for review and approval by the Management who shall be responsible for scheduling multiple projects within the building. Contractor shall complete the work in a minimal time with the least amount of disturbance possible.

**NOISE:** Contractor shall complete the work with the least amount of noise and disturbance possible. Management will stop excessive noise which has not been previously approved.

**PLUMBING REQUIREMENTS:** All plumbing work is to be completed by a licensed plumber in a safe and workmanlike manner and in accordance with all applicable code requirements.

1. The relocation of any water risers, waste lines or venting stacks is strictly prohibited.
2. All connections made to the building venting or plumbing must be pre-approved.
3. All whirlpool, sauna, steam room or permanently installed humidifier components must be approved by the Board or its agents prior to installation.
4. Any drain line, which exceeds a five (5) foot run from the fixtures to the main waste line, is required to be properly vented.
5. Installation of water lines for refrigerator ice-makers must be copper and must be completed **within** the boundaries of an individual unit, and meet applicable code. Ice-maker water lines shall **not** run through common plumbing walls or under flooring.
6. If remodeling plans should require a tier water shut-off to relocate pipes, the current fee of \$250 will be charged to the unit owner. The unit owner will schedule the shut-off with the Management Office at least four days in advance. Tier water shut-offs will only be performed on Tuesdays, Wednesdays and Thursdays of the week.
7. Prior to installation of new plumbing fixtures or work on same, the unit owner shall ascertain that water shut-off valves are in operable and working condition. The unit owner may arrange for existing shut-off valve replacement by an independent licensed plumber or by the building engineer. The unit owner shall install new individual shut-off valves for any/all additional plumbing fixtures such as

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additional vanity sinks, bidets, whirlpool tubs, etc. The unit owner is responsible for any damage resulting from inoperable water shut-off valves.

8. The building engineer must be present during installation of additional fixtures or during any tier water shut-off. **THE BUILDING ENGINEER MUST INSPECT ALL NEW PLUMBING INSTALLATIONS PRIOR TO CLOSING THE WALL.**
9. All new drain lines must be copper. No PVC will be allowed.

**ELECTRICAL REQUIREMENTS:** All electrical work must be completed by a licensed electrician in a safe and workmanlike manner in accordance with all applicable code requirements.

1. If electric service upgrades are planned, submission of load data sheets and panel schedules are required for review and approval by a licensed electrical engineer. The unit owners shall be responsible for the cost or fees for any such review.
2. All work to be completed on telephone lines must be completed by a qualified low voltage line specialist. The unit owner is responsible for correcting any interference caused by contractors to other telephone lines in the building.
3. The unit owner shall hire the Association's contracted cable television vendor to perform all cable television wiring work within an individual unit. The unit owner is responsible for costs and fees for additional cable outlet installations, and for costs and fees to rectify cable reception problems within the building related to any work performed on cable wiring within an individual unit.
4. Ground Fault Interruption receptacles must be used in all bathrooms and kitchens.
5. Electrical panels must be covered or protected at all times.
6. Electrical panels must provide an unobstructed clearance for a minimum of thirty (30) inches. Adjustable shelves and removable closet rods are considered obstructions.
7. No wall, floor or ceiling electrical boxes may be buried after removal of a fixture until all wiring no longer in use has been removed.
8. No cable television or telephone line riser access points may be buried or covered. Taps must be accessible in case of line problems. If a unit owner should eliminate access points for telephone lines or cable television wiring, the unit owner shall be responsible for any costs associated with pulling the lines and re-creating access points.

**VENTILATION REQUIREMENTS:** There shall be no alteration to the existing Heating, Air Conditioning and Ventilation systems other than repair or replacement of the present units without approval from the board or its agents.

1. Exhaust vents that are located in each kitchen and bath cannot be covered under any circumstances.

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2. Duct Work: Modifications to building duct work is not permitted unless prior approval is given for the entire exhaust unit to be replaced.

**DEMOLITION REQUIREMENTS:** All demolition shall be clearly scheduled in the Remodeling Submittals so that Management can notify building Owners in a reasonable time of possible noise and disruption to normal building activities.

1. Cutting, channeling or chipping into concrete structures including floor, ceilings and columns is prohibited.
2. Conduit or piping must not be installed in the concrete floor, in concrete columns or in the concrete ceiling.
3. Jackhammering is prohibited unless prior approval is granted.

**COMBINING UNITS:** A wall separating two units is a fire rated demising wall that is the property of the Association. If a unit owner elects to combine the two units by removing any portion of the demising wall, the Owner must obtain permission from the Board or its agents.

If units which have been combined are being restored to the original unit configurations, all revisions to demising walls must be repaired to align with current codes and must be approved by the Board or its agents.

**COVERING REQUIREMENT:** All flooring installed in units, except in bathrooms, shall meet or exceed the specifications listed below:

1. Residents may not install hard floor covering without adequate sound deadening insulation between the covering and the concrete. In every installation process, appropriate sound deadening material shall be added or used in order to minimize sound or noise transmission.
2. Carpeting shall be installed or placed over at least thirty-one ounce (31 oz.), three-eighths inch (3/8") foam rubber, or eighty ounce (80 oz.) sponge rubber, or equivalent sound resistant padding.
3. Wood, parquet or similar materials shall be installed over a minimum of one fourth inch (1/4") glued down cork (rolled or tiled cork) and the minimum of three-fourths inch (3/4") plywood fastened to the floor with 1 1/2" nails/screws.
4. Natural marble, flagstone, ceramic tile, and other similar materials shall be installed over 1/4" glued down cork.
5. Any flooring installed without adequate sound deadening insulation shall be removed at the unit owner's expense. **Building Engineer must verify floor sound proofing before covered.** The Owner or Contractor shall photograph the floor installation as the work progresses to ascertain for the record that the flooring was installed per these regulations.
6. Minimum Impact Insulation Class (IIC) shall be 60. Minimum Sound Transmission Class (STC) shall be 60.

## WATERFORD CONDOMINIUM ASSOCIATION

### REMODELING POLICIES & PROCEDURES

**RESIDENT HALLWAY DOORS:** Unit doors are a Limited Common Element. No alterations, additions or improvements may be made to the exterior of a Unit, including painting or otherwise altering the Unit door, without prior Board approval. Any change to door hardware and/or locks must comply with the WaterFord Condominium Association’s “Unit Door Lock and Hardware Replacement Specifications.” A document delineating these specifications must be obtained from the Property Manager.

1. The Owner or Contractor shall photograph the exterior condition of the Unit Door to ascertain for the record the condition prior to the initiation of any work in the unit. Any damage to the exterior of the Unit Door as a result of the construction will be repaired by the Association and all costs for such repair will be reimbursed by the Unit Owner.

**WINDOW FRAME REPLACEMENT:** Unit windows and sliding glass doors are Limited Common Elements, and accordingly may not be altered without prior Board approval.

1. If the seal on a double-paned window (including a window in a sliding door), breaks, such that the window area appears cloudy, the glass may be replaced. The Property Manager will assist the unit owner in finding an appropriate vendor for this work.
2. If a unit owner wishes, or needs, to replace a window frame or sliding door frame, the unit owner may only replace such frame with those which the Board has designated and using only the installer which the Board has designated. Contact the Property Manager for the specifics of these requirements.

**BALCONY/TERRACE:** Balcony floor slabs, walls and ceiling under hangs shall not be altered in any way at any time.

1. Temporary and/or permanent balcony floor coverings of any kind are strictly prohibited.

**REFINISHING:**

1. Floor Refinishing: Only water base stain and varnish may be used.
2. Bathtubs and/or tile glazing: Proper venting to the outside balcony must be used.

**VIOLATION OF CONSTRUCTION RULES:** Any violation of these rules shall subject the unit owner to fine(s) to be determined by the Board of Directors.

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DATE

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SIGNATURE OF OWNER

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DATE

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SIGNATURE OF OWNER