

GRAND CHAMPIONS VILLAS
REMODELING GUIDELINES

These procedures and guidelines for condominium remodeling are intended to guide owners in preparing and seeking approval for remodeling owners' condominiums.

GENERAL PROCEDURES

REMODELING: As defined below, remodeling will be divided into three (3) categories, which require different approval procedures.

APPROVAL: Depending on the scope of the work, an Owner planning a remodel must apply for and obtain written approval by the Board of Directors or the Resident Property Manager, in advance of starting work.

TIME FRAME: The Board requires Category III remodels and alterations start after April 1st and be completed before December 15th. Workdays are Monday through Friday from 8:00AM until 5:00PM, and Saturdays from 9:00AM until 5:00PM. No work may be performed on Holidays selected by the AOA or on Sundays.

CONTRACTORS: For the safety and well being of all concerned, all contractors and their subcontractors must observe OSHA guidelines. The Owner must provide the AOA with the contractor(s) information. Contractor(s) or Owner must provide a certificate of Comprehensive General Liability Insurance, naming Grand Champions Villas as an additional insured. Actual receipt of a 30-day notice of cancellation of insurance is required. Contractors and Owners must provide written indemnification, a written agreement to binding arbitration and agree to save and hold harmless the AOA and its members, the Board of Directors, the Resident Property Manager and Grand Champions Villas employees in the form attached.

PERMITS: It shall be the Owner's responsibility to obtain all permits required for the work from any regulatory agency having jurisdiction. Permit copies will be submitted to the Resident Property Manager on request.

CONSTRUCTION WASTE: Owners must provide their own disposal method and none of the Grand Champions Villas' refuse bins or enclosures may be used for any construction related waste, including but not limited to paints, adhesives, plaster, drywall, wood, metals, carpet, tile, stone, etc. If a refuse bin is required, it will be at the Owner's expense and must be placed in their numbered parking stall. Two cars may be parked in guest stalls for up to one month or while bin is in place. **NOTHING BUT CLEAR WATER CAN BE PUT IN STORM DRAINS.**

EQUIPMENT SET UP: Whenever possible, work should be done inside the Owner's unit. If the work requires use of the common or limited common elements (lanais included), the Owner is to obtain prior approval from the Resident Property Manager.

FLOORING: Installation of tile or other hard surface flooring materials in upstairs units, except in previously non-carpeted areas, is not permitted.

INSPECTION: The Resident Property Manager shall have the right to inspect all work as it progresses to determine that it is in compliance with the documents that have been submitted. The Resident Manager's inspections shall not be construed as an approval of the construction, materials or the installations.

FINES FOR VIOLATIONS In the By-Laws: Article XI, General Provisions; Section 3, Fines for Violations; states in part, "The violation by any apartment owner of any of the covenants, conditions and restrictions set forth in the Declaration, the By-Laws or the Rules and Regulations adopted pursuant thereto shall give the Board the right, in addition to any other rights set forth in the By-Laws, to assess a reasonable fine against such owner".

03/13/07

CATEGORY I

Category I work is defined as follows:

1. Replacement of carpets, window treatments (must show white to the outside), mirrors, and other wall covering.
2. Replacement of appliances, sinks, bathroom fixtures, and water heaters with those of equal or better specifications than the original.
3. Interior lighting, electrical work, and plumbing work that does not require carpentry.
4. Painting requiring an outside contractor.

Category I work can proceed as follows:

1. Complete Category I application informing the Resident Property Manager of the scope of work.
2. Obtain approval from the Resident Property Manager prior to proceeding with work
3. Proceed in a timely manner with the work. This work can be performed year-round, but efforts must be made so as not to inconvenience other condominium users.
4. The Owner must provide their own disposal method and not allow construction waste to be placed in the AOA's refuse bins or enclosures. Paint or any other toxic chemical may not be disposed of in any of the toilets or drains, either inside the unit or anywhere else on the property.

CATEGORY II

Category II work is defined as follows:

1. Replacement of Louvers.
2. Replacement or addition of Lanai sun-screens.
3. Replacement or addition of awning.
4. Replacement or addition of front entry screen doors.
5. Replacement or addition of window-mounted air conditioning systems.

Category II work can proceed as follows:

1. Complete Category II application requesting approval from the Resident Property Manager for the scope of work.
2. Obtain specifications for replacement or additions from the Resident Property Manager.
4. Proceed with the work in a timely manner. This work can be performed year-round, but efforts must be made so as not to inconvenience other condominium users.
5. The Owner must provide for disposal method and not allow construction waste to be placed in the AOA's refuse bins or enclosures.
6. Minor construction jobs taking two or less work days and emergencies may be applied for in this category and will be reviewed on a case by case basis.

CATEGORY III

Category III work is defined as follows:

1. Carpentry work.
2. Tile work of floor areas already covered with tile as part of the original construction. See **FLOORING** in Remodeling Guidelines General Procedures.
3. Tile work on wall areas.
4. New interior cabinetry.
5. Any work that could have a potential impact on the building appearance, structural and/or architectural integrity. Location and visibility may become factors in the approval process.

Category III approval procedures are as follows:

1. Complete the Category III "Application for Additions and Alterations" and provide drawings or other information as requested by the Board of Directors at the Owner's expense. The application will inform the Resident Property Manager of the scope of work, who will forward the application to the Board for approval.
2. Provide a refundable clean up and damage deposit in the amount of \$1,000. The deposit will be refunded, without interest, when all work is completed.
3. Obtain Grand Champions Villas Board approval prior to proceeding with any type of work.
4. Owner must obtain all permits required by governmental authorities in advance.
5. All remodels and alterations must start after April 1st and be completed before December 15th. Workdays are Monday through Friday from 8:00 AM until 5:00 PM, and Saturdays from 9:00 AM until 5:00 PM. No work may be performed on Sundays or on Holidays selected by the AOA.
7. The Owner must provide for disposal method and not allow construction waste to be placed in the AOA's refuse bins or enclosures.
8. Once approved, a four (4) week notification/waiting period to the affected owners is required before the remodel may begin.

Agreement for Indemnification and binding Arbitration

Indemnification: We, hereby indemnify and agree to save and hold harmless the Association and its members, the members of its Board of Directors, the Resident Property Manager and Grand Champions Villas employees from all demands, legal actions and costs, including attorney's fees, and from any liability for injuries suffered by Grand Champions Villas and any damages to any part of the property or common elements in Grand Champions Villas, which may arise from any acts or failures to act (including acts of negligence) of the undersigned in connection with or arising from this work.

Arbitration: Any dispute arising under this agreement shall be resolved by binding arbitration pursuant to the rules of the American Arbitration Association for commercial arbitration of construction disputes.

Homeowner Signature _____ Date _____

Print Name _____ Unit # _____

Homeowner Signature _____ Date _____

Print Name _____ Unit # _____

CONTRACTOR'S SIGNATURE REQUIRED FOR CATEGORY III REMODELS

Contractor Signature _____ Date _____

Print Name _____

Print Company Name _____

ARB/INDEM 3/26/07

Grand Champions Villas

NOTICE OF REMODELING OR REDECORATING REQUIRING NOTICE TO RESIDENT PROPERTY MANAGER

Re: Grand Champions Villas unit # _____

In accordance with **CATEGORY I** Remodeling Guidelines, I am giving notification of my intent to redecorate the above apartment as described below.

START DATE: _____ EXPECTED FINISH DATE: _____

DESCRIPTION OF REMODELING:

SUPPLIER OR CONTRACTOR: License # _____

Name: _____ Contact: _____

Address: _____ Telephone: _____

Comprehensive General Liability Insurance Carrier _____ amount \$ _____

I agree to inform the AOA in advance of any changes in the above remodeling plans. I will direct the Supplier or contractor to advise the Manager's Office in advance of arrival at Grand Champions Villas to perform work.

Grand Champions Villas AOA reserves the right to stop any remodeling project. If the result of any remodeling project disturbs the AOA member's and/or residents' quiet enjoyment, structural safety and/or security, the Owner will be required to resolve the issue in a timely manner. If the disturbing issue cannot be resolved the Owner will be required to return the unit to its previous condition, at the Owner's expense.

Owner's signature _____ date _____

Owner's printed name
=====

Owner's signature on agreement for Indemnification and Binding Arbitration attached.

Application is approved for the remodeling described above.

By: _____ Date: _____
Office Manager

Grand Champions Villas

APPLICATION FOR REMODELING OR ALTERATION REQUIRING RESIDENT ADMINISTRATIVE MANAGER'S APPROVAL

Re: Grand Champions Villas unit # _____

In accordance with **CATEGORY II** Remodeling Guidelines, I request your approval of the remodeling to the above apartment as described below.

START DATE: _____ EXPECTED FINISH DATE: _____

DESCRIPTION OF REMODELING:

SUPPLIER OR CONTRACTOR: License # _____

Name: _____ Contact: _____

Address: _____ Telephone: _____

Comprehensive General Liability Insurance Carrier _____ amount \$ _____

I agree to inform the AOA in advance of any changes in the above remodeling plans. I will direct the Supplier or contractor to advise the Manager's Office in advance of arrival at Grand Champions Villas to perform work.

Grand Champions Villas AOA reserves the right to stop any remodeling project. If the result of any remodeling project disturbs the AOA member's and/or residents' quiet enjoyment, structural safety and/or security, the Owner will be required to resolve the issue in a timely manner. If the disturbing issue cannot be resolved the Owner will be required to return the unit to its previous condition, at the Owner's expense.

Owner's signature _____ date _____

Owner's printed name
=====

Owner's signature agreement for Indemnification and Binding Arbitration by Owner attached.

Application is approved for the remodeling described above.

By: _____ Date: _____
Office Manager

Grand Champions Villas

APPLICATION FOR REMODELING OR ALTERATION REQUIRING RESIDENT ADMINISTRATIVE MANAGER'S APPROVAL

Re: Grand Champions Villas unit # _____

In accordance with **CATEGORY III** Remodeling Guidelines, I request your approval of the remodeling to the above apartment as described below.

START DATE: _____ FINISH DATE: _____

DESCRIPTION OF REMODELING: _____
(Additional room on page 2) _____

Agreement: I agree to inform the AOA in advance of any changes in the above remodeling plans. Grand Champions Villas AOA reserves the right to stop any remodeling project. If the result of any remodeling project disturbs the AOA member's and/or residents' quiet enjoyment, structural safety and/or security, the Owner will be required to resolve the issue in a timely manner. If the disturbing issue cannot be resolved the Owner will be required to return the unit to its previous condition, at the Owner's expense.

Indemnification: We, hereby indemnify and agree to save and hold harmless the Association and its members, the members of its Board of Directors, the Resident Property Manager and Grand Champions Villas employees from all demands, legal actions and costs, including attorney's fees, and from any liability for injuries suffered by Grand Champions Villas and any damages to any part of the property or common elements in Grand Champions Villas, which may arise from any acts or failures to act (including acts of negligence) of the undersigned in connection with or arising from this work.

Arbitration: Any dispute arising under this agreement shall be resolved by binding arbitration pursuant to the rules of the American Arbitration Association for commercial arbitration of construction disputes.

*All work to be performed in full compliance with any applicable codes and
Grand Champions Villas specifications.*

Homeowner Signature _____ Date _____

Print Name _____ Unit # _____

SUPPLIER OR CONTRACTOR: _____

Contractor Signature _____ Date _____

Print Contractor Name _____

Tele/cell phone: _____ License # _____

Additional contact information: _____

OFFICE USE ONLY

- Deposit required \$1000.00 date received/returned _____ / _____ ck# _____
- Signed Proof of Indemnification and Binding Arbitration attached.
- Signed doc. receipt for By-laws, House Rules & Remodeling guidelines attached.
- Certificate of Insurance naming Grand Champions Villas as an additional insured.
- Exterior Tile Approved: _____
- Four (4) week notification to affected owners.
Approved start date _____ Notification date _____

Application is approved for the remodeling described on page 1.

Authorized signature

Date: _____

(Additional information continued from page 1)
