

## **GRAND CHAMPIONS VILLAS** **REMODELING GUIDELINES**

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

### **GENERAL PROCEDURES**

**ALL WOOD USED IN REMODELING WORK MUST BE FUMIGATED BY A LICENSED FUMIGATION COMPANY. COPIES OF THE FUMIGATION CERTIFICATON MUST INCLUDE PHOTOGRAPHS OF ALL WOOD PRODUCTS THAT WERE TREATED.** This will include cabinets, cabinet frames, shelves, baseboards, trim, plywood and any other types of lumber used during a remodel.

**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. All Contractors and their workers must be off property by 5:00pm. No work may be performed on Holidays selected by the AOA or on Sundays.

**CONTRACTORS:** For the safety and wellbeing 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, ON THE GROUNDS OR ANY OTHER PLACE ON PROPERTY.**

**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".

## CATEGORY I

### Category I work is defined as follows:

1. Replacement of carpets, 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 and all window treatments (must show white to the outside)
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 or split system air conditioning systems.
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 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.

## 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 for approval. Category III work can only be done from April 1<sup>st</sup> until December 15<sup>th</sup>.
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 provided there were no violations or damages which will be deducted from the deposit.
3. Certificate of Insurance naming Grand Champions Villas as an additional insured must accompany the application.
4. Obtain Grand Champions Villas Board approval prior to proceeding with any type of work.
5. Owner must obtain all permits required by governmental authorities in advance.
6. All remodels and alterations must start after April 01st 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. There will be a four (4) week wait period from the approval date before any work can begin.