

## **Dillon Valley East Condominium Association Remodeling Policy**

The Dillon Valley East Condominium Association Board of Directors, with the intent of ensuring the safety and integrity of the Dillon Valley East (DVE) property, has developed a policy for management of remodeling work.

1. Any owner of any unit who plans to do remodeling, upgrading, wiring, plumbing, or drywall project shall notify the Property Management, in writing, of the schedule and extent of work to be done.
2. If work, other than an interior repaint and clean, is started and management has not been previously notified with all paperwork, management will notify the Summit County Building Inspector of the project and will ask the owner to obtain a building permit.
3. Items needed in a unit's file at the management company prior to the project start date:
  - a) Name and address of the contractor(s) doing the work.
  - b) Certificate of Insurance for the contractor(s).
  - c) Understanding of how they will enter/exit the building, where they will park, and assurance that the contractors will keep the building secure.
  - d) Copy of the Summit County Building Department permit for work.
  - e) Dates and times work is scheduled.
  - f) All contractors will respect the property, clean up after themselves daily, and work only between 8 AM and 5PM.
  - g) If water needs to be turned off, the contractor will contact the property management for instruction and will notify residents 24 hours prior to shutoff.
  - h) Construction material will be removed from the property.
  - i) Damage done to the building or property by contractors will be repaired at the expense of the unit owner.
  - j) A copy of inspection approvals for work completed by the Summit County Building Department will be given to the DVE property manager.
4. If any resident noticing remodel work being performed on any unit, other than repainting or cleaning, without the appropriate permits displayed in their windows, the Board of Directors asks that they contact and notify property management of the unit in question.
5. The following form must be filled out and signed by the homeowner and must include copies of all permits and certificate of insurance from contractors before starting any work on the unit. This paperwork must be sent to the property management company.
6. This Remodeling Policy may be changed at any time by the Board of Directors.

# Dillon Valley East Condominium Association

## Agreement for Remodeling Between the Unit Owner and the Association

Being the owner of Unit # \_\_\_\_\_ in the Dillon Valley East Condominium Association, I hereby present the scheduled project work that is expected to take place at the above unit beginning date \_\_\_\_\_ and the required assurances and acceptance of responsibility for the quality of work and contractors involved in the project.

1. I personally accept responsibility for the contractor's behavior while on the property. Contractors have been informed of the following:

- a) The building is a secured building, and all entrances/exits must be kept closed except while moving materials through the door. An open door will not be left unattended.
- b) The unit owner accepts financial responsibility for repairs to the building/property caused by employed contractors or by self.
- c) Construction materials are not to be disposed of in Dillon Valley East dumpsters or on site.
- d) Debris from workers, such as cigarettes and cans, is to be kept inside the unit and disposed of in a proper manner. Contractors must clean up after themselves daily in common and limited common areas.
- e) If water needs to be turned off, the contractors have been notified to schedule with the management company and notify residents by posting notices of date and time of turnoff on the entrance doors at least 24 hours in advance.
- f) Work is to be done only between the hours of 8 AM and 5 PM.
- g) Contractors must respect the building, property, and residents, while working on the property.

2. Following are questions to be answered and received by the management company before work starts:

a) Name of contractor(s) who will be working on the project:

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b) I provided access to my unit to my contractors. Yes \_\_\_ No \_\_\_

c) Contractors will be parking: \_\_\_\_\_  
Description or number of vehicles

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d) Start Date: \_\_\_\_\_ Expected date of completion: \_\_\_\_\_

e) Attached are the following:

- Copy of the Summit County Permit for all work to be done.
- Copies of Certificate of Insurance for all contractors.
- Copies of Summit County inspection approvals will be given to the clubhouse on completion of the inspection.

Unit Owner's Name: \_\_\_\_\_  
Print

Unit Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit number: \_\_\_\_\_

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