

# Dillon Valley East Condominium Association

## Remodeling Policy

The Board of Managers of Dillon Valley East Condominium Association, with the intent of ensuring the safety and integrity of the Dillon Valley East property, have developed a policy for management of remodeling work.

1. Any owner of any unit who plans to do any remodeling, upgrade, wiring, plumbing, drywall project shall notify the Association 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 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 to be scheduled.
  - f) Assurance that all contractors will respect the property, clean up after themselves daily, and work only between 8 AM and 5PM.
  - g) Assurance that anytime water needs to be turned off, the contractor will contact the management company for instruction and will notify residents 24 hours prior to shutoff.
  - h) Assurance that construction material will be removed from the property and disposed of by the contractor at another waste facility.
  - i) Assurance that any damage done to the building or property by contractors will be repaired at the expense of the unit owner.
  - j) Copy of inspection approvals for work completed by the Summit County Building Department.
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 Managers asks that they contact and notify the management company of the unit in question.
5. The following form must be completely filled out and signed by the homeowner and must accompany copies of all permits and certificate of insurance from contractors before starting any work on the unit. This paperwork must be sent to the management company.

# Dillon Valley East Condominium Association

## Agreement for Remodeling Between Unit Owner and 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 always 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.
  - 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, not thrown on the property. Contractors must clean up after themselves daily in common areas.
  - e) If water needs to be turned off, the contractors has 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:  
\_\_\_\_\_  
\_\_\_\_\_
  - b) Contractors have been provided access to my unit by: \_\_\_\_\_
  - c) Contractors will be parking: \_\_\_\_\_

## Dillon Valley East Condominium Association

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 forwarded for the files.

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

Print

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

Managing Agent: \_\_\_\_\_ Date: \_\_\_\_\_