

PARKSHORE CONDOMINIUM ASSOCIATION REMODELING CHECKLIST

RESIDENT NAME _____ UNIT#: _____

ANTICIPATED START: _____ ANTICIPATED COMPLETION: _____

Before you can begin, please complete the following steps:

- Submit a written scope of work detailing all work anticipated to take place within the unit.
- Submit anticipated start and completion dates, including a project schedule.
- Submit a list of all contractors and subcontractors, including address and phone number.
- Submit certificates of insurance for all contractors and subcontractors. The ParkShore Condominium Association, its Board of Directors, and First Service Residential, as managing agent **must** be named as Additional Insureds **and** the ParkShore Condominium Association as the Certificate Holder. All insurance certificates submitted must be in compliance with the insurance requirements stated in Article B of the General Conditions in the Construction and Remodeling Procedures of the Rules handbook.
- Submit Acoustical Requirements for installation or replacement of hard surface flooring.
- If permits are required, copies must be submitted to the Management Office prior to work taking place.
- Plumbers and/or electricians performing work must have a valid license. A copy of the license should be submitted to the office.
- Notify the loading dock if you will have deliveries made to the unit. Deliveries not scheduled, may be turned away at the loading dock.
- If a water shutoff is necessary, contact the Chief Engineer to make an appointment. Plans must include installing local water shutoff valves to eliminate the need for future water shutoffs.
- Fill out a "Permission to Enter" form for anyone allowed entry to the unit if you will not be present.
- Please note that Category C projects require Board approval. The Board typically meets the fourth (4th) Wednesday of each month. Remodeling projects requiring Board approval must be submitted to the Management Office by the third (3rd) Wednesday of the month to ensure that it will be included on the Agenda for the Board of Directors meeting.
- Provide a copy of the Contractor Procedures to all contractors and subcontractors.
- Provide a signed copy of the Contractor Procedures to the Management Office.

**I have read the attached rules, and agree to abide by all rules of the Association.
I understand and agree that I may be fined for violations of the rules committed by
me or my contractor(s).**

Unit Owner Signature: _____ **Date:** _____

Additional Construction and Remodeling Procedure packets are available in the Management Office.

Please send to: info@parkshorecondo.com

PARKSHORE CONDOMINIUM ASSOCIATION
EXHIBIT A: CONTRACTOR PROCEDURES

RESIDENT NAME _____ UNIT#: _____

ANTICIPATED START: _____ ANTICIPATED COMPLETION: _____

**Remodeling projects requiring Board Approval MUST be submitted to
the Management Office by the 3rd Wednesday of the month.**

1. All contractors and employees must register at loading dock before entering building.
2. Contractor personal may enter the building at 7:45 a.m. Monday through Saturday. No contractors are allowed in the building the Wednesday before Thanksgiving through the following Sunday and on Sunday and from December 23rd through January 2nd.
3. Contractor personnel must check out with the dock supervisor and leave the building no later than 5:00 p.m.
4. Construction debris must be dumped into the building roll-off container no later than 4:30 p.m. No construction debris may be dumped without a receipt from the loading dock supervisor or Management.
5. Noise audible outside the unit will not be tolerated on Saturdays, Sundays or holidays, or prior to 8:00 a.m. on weekdays. If there is going to be work performed that is extremely noisy (*e.g.*, jackhammering) or noxious (*e.g.*, staining floors or working with volatile organic compounds), specific notice must be provided to the management office no less than two business days prior to the commencement of these parts of the project (*e.g.*, if performing work subject to this requirement on Wednesday, notice to the management office must be provided no later than Monday at noon).
6. Materials and equipment are prohibited from the passenger elevators at all times.
7. Contractors are prohibited from using the garbage chute or electric outlets in the common areas.
8. Contractors are not allowed through the building lobbies at any time. Contractors must use service entrances on the Concourse and P4 level.
9. Permits are good only for the periods for which they are approved.
10. Notify management at least one business day prior to closing up any walls containing plumbing so that an inspection may be scheduled. This applies even if your project did not involve plumbing.
11. Tape or otherwise secure the exterior door perimeter cracks and threshold, bathroom and kitchen vents, when creating dust and/or fumes.
12. Windows must be shut at all times when creating dust. All windows must remain closed during any type construction or application of sealers or paint, except where ventilation equipment is connected through a sealed opening.
13. Visqueen/tape over all outlets and plumbing chase openings, HVAC units, etc.
14. Sweep only with sweeping compound.

15. Grind concrete or stone with "wet" method or "recapture" saw.
16. Utilize power saws, sanders, grinders, etc. with dust recovery devices in place.
17. Utilize only management approved products and techniques for electrostatic painting; staining or lacquering floors or other large surfaces; and refinishing surfaces with sprayed on enamel.
18. Vacuum debris with HEPA filter vacuums.
19. Place damp carpet at door for workman to clean feet on exit.
20. Unit doors should be closed during all construction.
21. Notify Management at least three working days prior to: (1) demo for possible inspection of adjoining units during initial phases of demo; and (2) installation of underlayment and hard surface flooring.
22. Parking for contractors, vendors, and service personnel is not available or permitted at the loading dock.

I have read the above rules, and agree to abide by all rules of the Association. I understand that if found to be violating these rules, the Unit Owner may be subject to fines and the contractors involved in this project may be prohibited from working on future projects in this building.

Contractor Signature: _____ **Date:** _____

Contractor Name (Print): _____

Company Name: _____

Phone Number: _____ **Email:** _____

Additional Contractor Procedures are available in the Management Office.

Please send to: info@parkshorecondo.com

EXHIBIT A

THE PARKSHORE CONDOMINIUM ASSOCIATION REVISED CONSTRUCTION & REMODELING PROCEDURES

Effective January 1, 2019

These procedures provide minimum guidelines and are not an all-inclusive list of regulations and requirements. Per the Declaration of The ParkShore Condominium Association and the Illinois Condominium Property Act, all Unit Owners are responsible for the actions of their Contractors/Vendors, service personnel and employees. The following work hours, noise and odor requirements, and window prohibitions are applicable to all categories of construction/remodeling work and all service work.

WORK HOURS

- 8:00 AM – 5:00 PM, Monday – Saturday
- NO WORK shall be permitted on Sundays or holidays
- NO WORK shall be permitted from the Wednesday before Thanksgiving through the following Sunday and from December 23rd through January 2nd.
- Contractor/Vendor personnel shall not enter the building prior to 7:45 AM on permitted days
- Contractor/Vendor personnel shall exit the building no later than 5:00 PM on permitted days

NOISE & ODOR

- Any remodeling or construction work generating noise or chemical odors that may impact or affect other residents shall be scheduled with the Management Office a minimum of two business days in advance, so that appropriate notice may be provided to the surrounding units. The notice required by this rule goes beyond mere project start and end dates, but requires specific notice during the project of any anticipated work that will create noise beyond mere hammering (*e.g.*, jackhammering). Any project that involves electrostatic painting; lacquering or staining; and/or sprayed on enamel is a Category C project that must receive approval from the Association's Board of Directors (herein "Board") and management prior to commencement of the project.
- Noise or chemical odor detectable outside of a unit shall not be permitted prior to 8:00 AM on weekdays.
- Noise or chemical odor detectable outside of a unit shall not be permitted on Saturdays, Sundays or holidays.

WINDOWS

- Alterations to the perimeter window wall system shall not be permitted and are strictly prohibited
- Window treatment hardware shall not be attached to the window frames

CONSTRUCTION/REMODELING CATEGORIES

Remodeling projects are divided into three categories. Typically, A and B projects will have minimal requirements for the Unit Owner beyond submission of a scope of work and Certificates of Insurance for each contractor. Category C projects require submission of detailed information including City of Chicago work permits as necessary, Certificates of Insurance, Management review and Board approval, before any work shall be permitted on the premises. Failure to comply with these requirements will subject the unit owner to fines, an order stopping work until the rules are complied with, and/or the unit owner may be required to re-open walls for inspection.

CATEGORY A/B

CATEGORY A/B PROJECTS Category A/B projects include but are not limited to the following:

- Painting and wallpapering (Electrostatic painting is Category C)
- Installation or hanging of blinds, draperies or other window treatments
- Carpet cleaning, carpet repair or installation/removal of carpeting
- Repair and/or **straight replacement** of kitchen cabinets and/or countertops
- Repair and/or **straight replacement** of appliances; including microwaves, stoves, ovens, dishwashers, refrigerators and washers/dryers
- Repair and/or **straight replacement** of plumbing fixtures; including faucets, sinks and toilets
- Repair of **less than 100 square feet** of hard-surface flooring per room

CATEGORY A/B PROJECT REQUIREMENTS Category A/B requirements include but are not limited to the following:

- Submission of a written scope of work along with contractor/vendor names
- All Contractor/Vendor personnel shall enter the building through the Dock Office located on the P4 level
- All Contractor/Vendor personnel shall register with either the Dock Office located on the P4 level, or the Management Office located on the first floor level
- Unit Owners shall provide written *Permission to Enter* forms for all Contractors/Vendors
- Unit Owners and their contractors shall have provided The ParkShore Management Office proof of insurance and certificates of insurance for their contractors that comply with the specifications set forth below. Proof of current insurance coverage shall be on file at The ParkShore Management Office before any Contractors/Vendors or other service personnel are permitted to enter the building for a specific Unit. Unit owners who have chosen to have Category A/B work performed by ParkShore employees, on the employee's time off, may request a waiver of the insurance requirement by completing the form which provides the unit owner will be responsible for any damage caused to the building.
- Provide a copy of the Association's *Contractor Procedures* to all Contractors/Vendors
- Submit a copy of the *Contractor Procedures*, signed by the hired Contractors/Vendors
- Submit a copy of the *Remodeling Checklist*, signed by the Unit Owner

CATEGORY C

CATEGORY C PROJECTS Category C projects include but are not limited to the following:

- Installation of refrigerators involving new ice-makers or water faucets
- Installation of “whole-house” humidifiers
- Installation of whirlpool tubs, wet bars, saunas, etc.
- Installation, replacement, or refinishing of hard surface flooring; including hardwood flooring, man-made hard material flooring, marble, granite, porcelain or ceramic tiles, etc.
- Staining or lacquering of floors or other large surfaces.
- Electrostatic painting and/or projects that include the use of sprayed on enamel.
- Alteration, termination, or re-routing of plumbing pipes and vents, of any electric or ventilation components, telephone, cable television or master antenna conduit, wires, ducts, or any other system components
- Modification of any Limited Common Elements, including but not limited to individual unit ventilation (HVAC) equipment in the dwelling Unit
- Elimination or movement of Unit entry doors
- Alteration, removal or relocation, of existing walls, or construction of new walls, partitions, or soffits
- Modification of any building structural elements
- Combination of dwelling Units

CATEGORY C PROJECT REQUIREMENTS Typical Category C projects include items that may affect common elements, appliances, plumbing, electrical, ventilation, fire protection, telephone, master antenna systems, or other building components, or have proven to be particularly noxious and not well contained within a unit. Category C requirements include but are not limited to the following:

- Formal approval by the Board of Directors prior to the commencement of any construction, demolition or remodeling work
- A written scope of work; including any/all specifications and/or detailed plans of proposed work to take place within the dwelling Unit
- A list of all Contractors/Vendors and Subcontractors; including names, addresses, phone numbers and emergency contact numbers
- A written project timeline; including anticipated starting and completion dates
- Drawings of demolition and proposed changes, sealed by a licensed architect or engineer if required by the City of Chicago
- Unit Owners and their contractors shall have provided The ParkShore Management Office proof of insurance and certificates of insurance for their contractors that comply with the specifications set forth below. Proof of current insurance coverage shall be on file at The ParkShore Management Office before any Contractors/Vendors or other service personnel are permitted to enter the building for a specific Unit.
- Copies of all permits as required by City of Chicago code
- Copies of all Contractor/Vendor licenses, if applicable
- Unit Owners shall notify Management in writing of any change to the scope of work, project dates, etc. after project approval; changes may necessitate further Board review
- Initial and ongoing inspection of work by a designated Association representative, whether Management or Maintenance staff members

- Acoustical requirements for installation or replacement of hard surface flooring
- Inspection of underlayment prior to the complete installation of hard surface flooring
- Inspection prior to the replacement of removed walls or installation of new walls before closing or sealing areas concealing plumbing or electrical work
- Inspection of any work by the Association's architectural or engineering representatives as needed at the discretion of the Association; the cost of which shall be charged to the Unit Owner
- Turnover of any removed ventilator equipment to the Association in good working order, if approved for the scope of the work
- Completion of a signed agreement to transfer ownership of Common Area space from the Association to the Unit Owner when applicable
- Unit Owners shall provide written *Permission to Enter* forms for all Contractors/Vendors
- All Contractor/Vendor personnel shall enter the building through the Dock Office located on the P4 level
- All Contractor/Vendor personnel shall register with either the Dock Office located on the P4 level, or the Management Office located on the first floor level
- Provide a copy of the Association's *Contractor Procedures* to all Contractors/Vendors
- Submit a copy of the *Contractor Procedures*, signed by the hired Contractors/Vendors
- Submit a copy of the *Remodeling Checklist*, signed by the Unit Owner

NOTE: Certificates of Insurance and copies of City of Chicago permits may be submitted after project approval, but shall be submitted prior to the commencement of any work at the building. All other requirements shall be met and/or submitted prior to the Board's review and approval. Refer to the *Remodeling Checklist*.

INSURANCE REQUIREMENTS FOR ALL PROJECTS

- **UNIT OWNER INSURANCE REQUIREMENTS:** The Unit Owner shall have a policy providing a minimum of \$1,000,000 in liability coverage as required by the Association's Rules and Regulation. Proof of current insurance coverage shall be on file at The ParkShore Management Office before any work is permitted to begin.
- **CONTRACTOR/VENDOR INSURANCE REQUIREMENTS:** The Contractor's/Vendor's Certificates of Insurance shall be submitted to Management before work is permitted to begin. Insurance coverage *shall* be written with a company having at least an "A" policyholder's rating and a minimum Class 10 financial rating as listed in the latest edition of the Best Insurance Guide. Each and every Certificate of Insurance *must* include in the section detailing additional insureds "The ParkShore Condominium Association, its Board of Directors and FirstService Residential, as Managing Agent," in order for it to be considered valid. During the term of the contract, the Contractor/Vendor shall, at its expense, purchase and maintain insurance as follows:
 - **Workers' Compensation:**
 1. Basic policy including occupational disease; statutory limits
 2. Employer's Liability; statutory limits
 3. Contractors having offices or places of hire outside the state of Illinois shall attach or otherwise provide proof of an "All States" endorsement
 - **Public Liability - Comprehensive Form:**
 1. Minimum limits:
 - Bodily injury: **\$1,000,000 per person/\$2,000,000 per occurrence**
 - Property damage: **\$1,000,000 per occurrence/\$2,000,000 aggregate**
 2. Included Coverage – Comprehensive Form
 - Premises and Operations
 - Elevators
 - Independent Contractors
 - Contractual
 - Completed Operations (coverage in force 1-year after completion)
 - Bodily Injury; including Personal Injury
 - Property Damage; including Broad Form on occurrence basis
 - Property Damage; removing "XC" exclusion
 - Property Damage; removing "U" exclusion
 - Scaffolding Act Liability
 - **Automobile Liability:**
 1. Minimum limits:
 - Bodily injury: **\$1,000,000 per person/\$1,000,000 per occurrence**
 - Property damage: **\$1,000,000 per occurrence/\$2,000,000 aggregate**
 2. Included Coverage – Comprehensive Form
 - Owned vehicles
 - Non-Owned vehicles
 - Hired vehicles
 - Property Damage; including on occurrence basis
 - **Additional Insured:** The following must be named as additional insured:
 - The ParkShore Condominium Association
 - Its Board of Directors
 - FirstService Residential, as Managing Agent

GUIDELINES & GENERAL CONDITIONS
FOR CATEGORY A/B AND C WORK

- ❖ **ARCHITECTURAL FEE:** An architectural fee may be charged to the Unit Owner for review of plans, if required, and for each specific project and/or inspection during work.

ASSOCIATION INFRASTRUCTRE: If in the course of repairing or remodeling a unit, one or more building components are discovered in a state of disrepair or are believed to be in danger of failing in the near future, the unit owner shall immediately inform the management office so that repairs can be completed prior to access to the component(s) being concealed by construction.

- ❖ **FREIGHT ELEVATOR & DOCK AREAS:** Contractors/Vendors shall transport all materials through the Freight Elevator and schedule deliveries/movement in advance through the Dock Office. Personnel shall use the Freight or Service Elevator at all times. All materials and equipment shall be loaded and unloaded in the loading zone area and immediately transported to the Unit. Contractor vehicles shall be removed from the loading zone area after unloading. Parking for contractors, vendors, or service personnel is not available or permitted at the loading dock. Failure to comply shall result in vehicles towed at the vehicle owner's expense and the Contractor/Vendor being barred from future work in the building. A fee may be charged for use of the Freight Elevator.
- ❖ **WORK IN ACCORDANCE WITH PLANS:** All work shall be performed in strict accordance with the plans as reviewed by the Board. Changes must be resubmitted for approval before construction may proceed.
- ❖ **WORK IN ACCORDANCE WITH THE DECLARATION:** The work will conform to The ParkShore Condominium Declaration of Covenants, Conditions, Restrictions and Easements and Association Rules and Regulations.
- ❖ **QUALIFICATION OF CONTRACTOR/VENDOR:** The Unit Owner shall be able to provide evidence that all work shall be performed and completed by a qualified Contractor/Vendor or individual capable of performing the project in a safe and workmanlike manner. A list of contractors/vendors that are prohibited from working in the ParkShore is available from the management office. Contractors/Vendors on this list have demonstrated an inability to work within the rules that minimize the potential for damage to the ParkShore's common elements and/or other owner's units.
- ❖ **INSPECTION OF WORK:** All work is subject to inspection by the Association's representative. The Association reserves the right for Management to immediately cause any unapproved, noncompliant or unsubstantial work to cease and desist upon direction.
- ❖ **EXTERIOR ALTERATION STRICTLY PROHIBITED:** No alteration shall be made to the exterior of the unit without explicit written permission and consent of the Board of Directors.
- ❖ **DAMAGE TO COMMON ELEMENTS AND OTHER DWELLING UNITS:** The Unit Owner shall be responsible for any damage caused by the work, whether in other dwelling units or the Common Area. Any necessary repair or cleaning performed by the Maintenance staff or outside vendor at the direction of Management will be charged to the Unit Owner. Contractor/Vendor shall place clean mats throughout the corridor where carpet may be subject to damage or dirt. Corridor vacuuming is to be done at the end of each workday. Work shall not

take place in the Common Area. Delivery and removal of materials shall be confined to carts and dollies appropriate for transportation over carpeting. No materials shall be kept or stored in the Common Area. Chute room doors shall be covered with durable material to prevent damage.

- ❖ **DUMPSTER USE:** Prior arrangements are required for use of the Association's dumpster. Fees for debris or waste removal will be charged to the Unit Owner at the published rates.
- ❖ **GARBAGE CHUTE:** The use of the garbage/trash chute shall be prohibited for Contractor/Vendor personnel.
- ❖ **RESTROOM FACILITIES:** Common Area restrooms are not available for use by Contractor/Vendor personnel. Personnel shall use the restroom facilities in the project Unit.
- ❖ **LUNCH & WORK BREAKS:** Eating and/or lounging shall not be permitted in Common Areas or on the sidewalks surrounding the building exterior.
- ❖ **BUILDING ACCESS/DISPLAYED IDENTIFICATION:** All Contractor/Vendor personnel shall be issued temporary ID that individuals shall wear prominently displayed at all times.
- ❖ **BUILDING ACCESS/PROHIBITED AREAS:** All Contractor/Vendor personnel shall enter the building through the Dock Office located on the P4 level. Contractor/Vendor personnel are specifically prohibited from the following areas:
 - Common Areas not leading to the work site
 - Main Lobby
 - Health Club
 - Pool/Deck Area
 - Hospitality Rooms
 - Passenger Elevators (Elevators 3-6)
- ❖ **NO SMOKING IN COMMON AREAS:** The ParkShore Condominium Association is a smoke-free building. No smoking shall be permitted in the Common Areas or at the front entrance to the building. Contractor/Vendor personnel may smoke in the project Unit at the discretion of individual Unit Owners.
- ❖ **DELIVERIES:** Contractor/Vendor shall be solely responsible for any/all deliveries. Contractors/Vendors shall transport all materials through the Freight Elevator and schedule deliveries/movement in advance through the Dock Office. Personnel shall use the Freight or Service Elevator as directed for deliveries. Unscheduled deliveries are subject to refusal.
- ❖ **RISER WATER SHUTDOWNS:** A verbal and/or written request for any riser water shutdown shall be submitted to Management at least 3-days prior to the desired work date. Management will schedule all water riser shutdowns. Shutdowns are permitted between 10:00 AM – 3:00 PM, Monday – Friday, at published rates. In unit water shutoff valves must be installed to minimize future water shutdowns and must be easily accessible in case an emergency shutdown is required.
- ❖ **TELEPHONE, CABLE TV & OTHER ASSOCIATION CONDUIT/WIRING:** Contractors/Vendors shall be responsible for any disruption in telephone service, cable television service, etc., due to Contractor/Vendor actions; whether the resulting disruption is intentional or unintentional. Contractors/Vendors shall be responsible for the arrangements and cost to restore any and all such lost services, including the expense of telephone or cable television vendors.

ELECTRICAL WORK REQUIREMENTS

- All electrical work shall be performed by a licensed electrician according to applicable state and municipal codes
- Electrical panels shall have an unobstructed clearance of 30-inches minimum; adjustable shelves and removable closet rods are considered obstructions
- Electrical boxes shall not be buried in walls or floors after the removal of a receptacle or fixture until all wiring has been removed
- Electrical panels shall be covered or protected at all times during work
- All steam showers, sauna, or whirlpool electrical components and enclosures shall be reviewed by Management or Maintenance at Management's direction prior to installation
- All work completed on telephone lines shall be performed by a qualified low-voltage telephone line specialist as approved by Management
- All work performed on cable television wiring shall be completed by the Association's approved cable vendor
- Channeling of support columns and shear walls shall not be permitted
- Channeling of floor slabs shall not exceed 1" in depth or the depth of the reinforcing bars, whichever is less; floor channeling shall only be performed according to architectural review and applicable codes

GENERAL CARPENTRY REQUIREMENTS

- All work shall be completed in accordance with applicable state and municipal codes
- A minimum of one layer of ½-inch gypsum board, each side over 3&5/8-inch metal studs spaced 16-inches on center, shall be required for all interior partitions
- A minimum of 2-layers of ½-inch gypsum board on each side of 3 & 5/8-inch of metal studs spaced 24-inches on center with not less 2-inches OFC friction fit sound batt insulation shall be required for all party walls between dwelling Units
- A minimum of 1-layer of 5/8-inch fire rated gypsum wallboard, each side over 3 & 5/8-inch metal studs spaced 24-inches on center, shall be required for all corridor walls
- All doors shall consist of metal frames and fire resistant door panels; treated, fire resistant wood is allowed for the framing of the door jamb if a custom door is required; fire treated wood sub-floor is required
- Doors separating a Unit from the Common Areas shall be solid core doors with a minimum of two-hour fire rating (U.L. Listed Fire Label). These doors (including frame and threshold) shall be in compliance with the type, color, and style door which the Association determines to be the building standard
- Debris shall not be permitted to accumulate on the work site; flammable materials shall never be permitted to be stored on the work site
- Door closers shall be required on all Unit entry doors
- Weather-stripping or door sweeps *shall not* be applied to Unit entry doors

PLUMBING REQUIREMENTS

- All Plumbing work shall be performed by a licensed plumber according to state and municipal codes
- Relocation of water risers, waste lines, open site relief drains, or venting stacks shall be strictly

prohibited

- Connections made to the building venting or plumbing risers shall be pre-approved prior to installation, and shall be inspected prior to replacing walls or otherwise concealing work. If walls are closed up Management has the right to require contractor to open wall for inspection.
- Individual shut off valves are required for all fixtures when the plumbing is being repaired, updated, or newly installed. Valves supplying sinks and toilets must be quarter turn valves. Shut off valves should be readily accessible in case an emergency shutdown is required.
- All repairs or modifications to the plumbing system in the unit shall replace *all* galvanized pipes with copper to the stack.
- Dielectric unions shall be installed on all domestic plumbing fixtures
- Drain lines which exceed a 5-foot run from the fixtures to the main waste line shall be properly vented
- Manufacturer's specifications for whirlpool, jacuzzi, sauna, and spa installations indicating weight of the tub shall be submitted to Management for Board approval; Loads shall not exceed the specified floor slab capacities
- "Gray boxes" shall be used to feed and drain water for washing machines

MECHANICAL, FIRE PROTECTION & STRUCTURAL REQUIREMENTS

- Chase openings, pipe or duct work shall be re-insulated if altered in any way
- Any work on the common mechanical chase or penetration of structural columns or elements shall be strictly prohibited
- Connections to venting systems for the purpose of exhausting a dryer, appliance, or down-draft type kitchen exhaust shall be strictly prohibited; only ventless dryers shall be installed
- Work shall be detailed to permit removal of and service to HVAC units; a minimum opening of 2-inches shall be maintained in front of all HVAC units for return air
- No modification or relocation of sprinkler system elements shall be permitted without Association approval
- Live loads shall not exceed 40-pounds per square inch
- Cutting of concrete reinforcing bars shall be strictly prohibited

HARD SURFACE FLOORING ACOUSTICAL REQUIREMENTS

Effective August 1, 2018, any new hard surface flooring must be installed on top of underlayment that meets criteria as set by the Board. The criteria adopted and/or under consideration by the Association, as well as underlayment(s) that meet the criteria set by the Board, shall be available from the management office (to the extent it is not set forth below). While the management office shall maintain a list of underlayments that meet the Association's criteria, the Association does not endorse, test, nor guarantee that the underlayment(s) listed meet the Association's criteria. Hard surface floors installed prior to January 1, 2018 shall be subject to the requirements that were in place at the time the floor was installed (*i.e.*, grandfathered). Hard surface floors must be installed in accordance with the following specifications:

- Requests to the Board of Directors for the installation of hard surface flooring shall include construction data and state the designed IIC rating. The resilient underlayment must have an IIC of sixty-two (62) *and* an AIIC of fifty-six (56) when tested on a six inch bare concrete slab. The Association recommends installation of sound dampening material that exceeds the requirements

set forth above by several points. The proposed flooring system shall be submitted to the management office for review by the Association's engineer.

- The determination/classification of the IIC of the material must be in accordance with the ASTM designation E989 at the time the remodeling project is submitted for approval.
- Where possible, the floor must be a floating floor (*i.e.*, not adhered to the underlayment).
- A gap of 0.25 – 0.375 inches must be maintained between the flooring and underlayment and the perimeter walls. Installation of a noise absorbing perimeter barrier is recommended.
- Any adhesive used in installing the hard surface flooring and/or underlayment must not undermine the sound absorption capacity of the underlayment(s) used.
- The Unit Owner and/or contractor *shall* provide the management office with notice of their intent to begin installation of the underlayment at least three working days before the installation of any underlayment for hard surface flooring is commenced so that management and/or the Association's engineer can monitor the installation of the underlayment and flooring material to ensure compliance with the Association's criteria. Failure to notify the management office as set forth above shall result in the removal and reinstallation of the floor at the Unit Owner's expense.
- The expense of the review and inspection by the Association's engineer shall be borne by the unit owner.

While not required, the Association recommends that a latex leveling be considered, as a level surface will help minimize movement in the floor. In no event may more than 0.25 inches of latex may be used without the unit owner providing a report from a licensed structural engineer that the floor can take the weight. The unit owner shall pay for the engineer's investigation and report.