

**Woods Manor Condo Association
Policy for Remodel/Renovation
Adopted April 19, 2022
REVISED**

All Owners of Units in Woods Manor Condominiums desiring to remodel/renovate their Unit are subject to compliance with this "Remodel/Renovation Policy", the Woods Manor Declaration*, By-Laws*, and Rules and Regulations.* Owners must also comply with the Town of Breckenridge (TOB) and Summit County Building Department requirements for permits, licenses, codes and policies.

POLICY GUIDELINES AND DEFINITIONS:

Work shall not start on any Unit remodel/renovation without the prior written approval of the Woods Manor Board of Managers.

Unit is defined in Article 1, 1.1, v. of the Woods Manor Declaration,* stating in part that the boundaries of the Unit shall be the interior unfinished surfaces of walls, floors and ceilings but excluding the exterior doors and windows, all as specifically depicted in the Map.

- Remodel/renovation projects require TOB permits and inspection. These may include, but are not limited too, any changes that penetrate or breach the Unit's interior unfinished surfaces of walls, floors, and/or ceilings: Altering any electric fixtures or lines, Moving or altering any plumbing locations. Other examples include but are not limited to fireplace modification, water heater modifications, removal of popcorn ceiling, bath & kitchen remodels, flooring and sound abatement, and general construction. The TOB will put in writing what permits are required for your project.
- All work done beyond Unit's interior unfinished surfaces of walls, ceiling, and floors which are general common elements or limited common elements, must be done by a licensed, insured contractor, electrician and plumber who have a TOB Business License and Summit County Contractor's Certificate , Liability Insurance, and Workers Compensation Insurance if applicable, and may not be performed by a handyman or owner. Any electrical modifications, outside of the electrical box currently mounted beyond any unfinished surfaces must be permitted and inspected by the TOB.
- All electricians and plumbers must each supply their own permits separate from the general contractors construction permit.
- **ANY PROPOSED FRAMING REQUIRES A STRUCTURAL ENGINEER'S REPORT STATING THAT THE PROPOSAL DOES NOT ALTER IN ANY WAY THE LOAD BEARING STRUCTURAL ELEMENTS.**
- The TOB requires a permit for any flooring modifications in order to ensure that adequate sound mitigation is in place, ie. padding under the flooring to be installed. All flooring modifications must also be submitted to the Board for approval insuring sound suppression before installation.
- Cosmetic changes do not require a TOB permit and inspection and include, but may not be limited to, paint or texture changes on the Unit's interior unfinished walls, changing existing light fixtures, doors, trim, or hardware, and replacing existing appliances. The TOB will determine if permits are required for your project.

- Asbestos testing by a certified asbestos testing agency or environmental firm is generally required before construction renovation can begin due to the older building materials used at the time of construction. The TOB will determine whether your project requires such testing and a copy of the asbestos test report will be required by the Board before approval can be given to begin your project.
- Future repair costs to all General and Limited Common Elements resulting from a Unit Owner's alteration, and approved by the Woods Manor Board, that is an enhancement (e.g. ceiling sound proofing) to the original Woods Manor building construction shall be paid by the Unit Owner and all future Owners of that Unit.
- Owners may not expand their Unit into the Woods Manor General Common Element areas or Limited Common Element areas. The General and Limited Common Elements belong to the Association (Articles 1 1.1 I and N of the Declaration*).

Insurance: Renovation work in the Unit, including work on General Common Element areas and/or Limited Common Element areas attached to your unit shall only be performed by workers approved by the Woods Manor Board of Managers, and who have adequate current Liability Insurance and Workers Compensation Insurance if applicable. If multiple trades will be working on a project, each trade must have and provide their own above insurance information, or be listed on the primary contractors policies.

UNIT OWNER'S RESPONSIBILITIES FOR REQUESTING BOARD APPROVAL:

Owners MUST contact the Town of Breckenridge (TOB) Building Department to determine if a permit(s) is required and then obtain the required permit(s) and submit the list of permit requirements to review.

****For Projects requiring TOB Building Permits, an Owner must submit copies of all TOB permits, written project specifications, plans/drawings and general materials list to the Board. An Owner must also submit to the Board the address and phone number of all contractors hired by an Owner, together with the contractor's current TOB Business License, and Summit County Contractor Certificate, and proof of current adequate Liability Insurance. Contractors who have employees working in your unit must also carry and provide evidence of current Workers Compensation Insurance.**

For Projects not requiring TOB Building Permits the Owner must submit the name, address and phone number of all contractors hired by Owner, the contractor's current TOB Business License, Summit County Contractor Certificate and proof of Liability insurance and Workers Compensation Insurance if applicable. Written project specifications, plans/drawings and general materials must be submitted for review to the Woods Manor.******* The owner should confirm that the workers' current insurance is valid and in good standing as the unit owner is ultimately responsible for problems or damage created by their workers.

The Board shall have 30 days after receiving a complete package to review the proposed project. A package is considered complete when it has all of the information specified above.

The Board will then approve, disapprove, or request further information or modification of the Owner's project. The Owner will be notified in writing of the Board's decision. After written project approval, any change(s) to the project's specifications, plans/drawings or materials must be submitted in writing to the Board for written approval before any project work begins.

WORK RULES:

It is the Board's objective to make your renovation as unobtrusive to our guests and owners as possible. The following guidelines are provided to achieve this while ensuring the safety and security of the property, guests and owners residing there.

Owners and the Owners' contractor and subcontractors shall comply with the following rules:

- All Project supplies and materials must be stored inside the Owner's Unit or off Woods Manor property. All materials that are delivered to the property must be brought inside the Unit immediately and not stored in the hallway or garage or other common areas.
- Work is only permitted between the hours of 8:00 a.m. and 6:00 p.m. Monday – Saturday. Work is not permitted on Sunday or during all yearly recognized holidays (e.g. New Year's Day, President Day, Memorial/Labor Day etc.).
- **OWNER IS RESPONSIBLE FOR ANY DAMAGE AND/OR REPLACEMENT COSTS TO OTHER UNITS OR THE COMMON ELEMENTS CAUSED BY THE OWNERS PROJECT WORK, INCLUDING BUT NOT LIMITED TO THE GARAGE, HALLWAY AND ELEVATORS. OWNER IS ALSO RESPONSIBLE FOR MAINTAINING THE WOODS MANOR STANDARDS OF CLEANLINESS IN THE COMMON AREAS AS DESCRIBED HEREIN.**
- Before commencing any work in the Unit, a wide protective floor covering must be installed over the carpet from the front door of the unit to the elevator for protection. It should be swept or vacuumed daily of debris and damp mopped as necessary so that foot traffic does not carry construction dust throughout the carpet. The elevator should be swept and cleaned as necessary throughout the day so owners and guests do not see construction debris as they use the elevator. The elevator should be protected if any building materials are brought through it. Owner and contractor should make best efforts to ensure that their renovation is as unobtrusive as possible. If the HOA must clean the common areas of your work debris, the unit owner will be billed \$ 50.00 per hour with a minimum of one hour.
- Construction work must be done inside the Unit but if absolutely necessary may be done on the units' balcony with permission of the Board. Protection is required for the railing, siding, ceiling and floor and owners and contractors must adhere to the requirements set forth by the Woods Manor Board for such use.
- Owner and the Owner's contractor, subcontractors and workers may not use the garage or other general common areas of Woods Manor for construction work, with the exception that the garage or parking lot may be used to cut carpet with the prior permission from the Woods Manor Board, and adherence to the requirements the Board will set forth for such use. It is strictly forbidden to cut carpet or perform other construction work in the carpeted common area hallways.

- Any and all construction debris must be immediately and appropriately removed from the Woods Manor property. Woods Manor dumpsters MAY NOT be used for

construction debris. Hauling construction debris away in a trailer or other method is highly encouraged, but limited use of a roll-off may be used, except during snow season, with prior approval of the Woods Manor Board and with adherence to the requirements the Board will set forth for such use.

- Old luggage carts are available for construction use and are stored in the garage. The homeowner/guests' luggage carts may not be used.
- After completion of the unit's remodel/renovation project, the Owner is required to reimburse the HOA for interior hallway carpet cleaning located on the unit's floor and any other required repairs.
- The Unit Owner has the responsibility to require the Owner's contractor, subcontractors and project workers to read and sign off on these Rules and require that they must follow these Rules, as well as all applicable written Rules and Regulations* of the Woods Manor Condominiums Association. These Rules include but are not limited to the "no smoking" regulations, workers pets not allowed in the buildings, and pets kept in the worker's vehicle at all times.
- **Violations of these Rules, the Rules and Regulations* and this policy by Owner, Owner's contractor, subcontractors or project workers will result in a warning for the first offense and a fine of \$ 200.00 charged to the Unit Owner for every subsequent and repeated offense.**
- For projects that require TOB permit(s), upon completion of an Owner's Project, the Woods Manor Board shall receive from the Owner a copy of the "Certificate of Occupancy" and copies of all inspections to meet TOB building codes, and fire department inspections if applicable.

POLICY NONCOMPLIANCE:

Commencement of any project without prior written approval by the Board shall result in notification to stop project work immediately. **If work continues, the Unit Owner shall be fined \$300.00 per day.** Also, the Board has the right to obtain an injunction preventing the work, the cost of which, including attorney fees, shall be paid by the Owner. Also, the Owner is subject to Article 22.4 of the Woods Manor Declaration.

POLICY APPROVAL:

This Remodel/Renovation Policy is adopted by the Woods Manor Board of Managers shall be in effect until amended by the Board of Managers of Woods Manor Condominiums. The Policy shall be binding on all Woods Manor Owners and the Woods Manor Board of Managers.

Below, page 5, signatures of the Unit owner and contractor(s) acknowledges total understanding and responsibility to be in compliance with this policy. **A signed copy of this policy must be submitted with the project proposal for Board review and approval.**

- DECLARATION, BY-LAWS AND RULES AND REGULATIONS are posted on the Woods Manor website at www.woodsmanorcondos.com. Click on "Documents."

** TOWN OF BRECKENRIDGE PERMITS, at www.townofbreckenridge.com
***WOODS MANOR HOA CONTACT, email at directors@woodsmanorcondos.com

REQUIRED SIGNATURES:

_____ Owner Signature	_____ Date
_____ Contractor Signature	_____ Date
_____ Contractor Signature	_____ Date
_____ Contractor Signature	_____ Date
_____ Contractor Signature	_____ Date
_____ Contractor Signature	_____ Date