

Royal St. Andrew, Inc.

Request for Approval of Condo Update / Alteration

Including but not limited to simple improvements, alterations, installation of anything attached to the building plumbing and/or electrical system. See below for more details.

Unit # _____ Unit Owner: _____ Phone #: _____ Date: _____

The Royal St. Andrew is a well maintained over 50-year-old condominium for some 80 residents in over 60 units. The desire to modernize and update condos requires the following issues to be observed: compliance with city/county building regulations, association rules, impact on neighbors and quality and capability of workmen involved. Therefore, the following need to be observed:

► Describe the nature & scope of the proposed work to be undertaken:

► Upon request, be prepared to provide as applicable: Name of contractor(s), Sub-contractor(s), **clear** & detailed **drawing(s)**, **electrical** &/or **plumbing** schematic(s), and satisfactory details of proposed work prior to onset of project for the board [or their designated representative] to review & approve.

► Contractor information – This will be required by the owner to submit the contractor(s) performing the work. This is not limited to the general contractor, but, to all the sub-contractors, vendors, deliveries, or tradesmen. Anyone who will enter the building to perform any scope of work or consultation to the alteration. This will be a list supplied by the prime contractor and submitted to the office to ensure the building is protected and who to expect. This will also require insurance(s) to be supplied to Royal St Andrews from the carrier, not the contractor proving “in force” coverage at time of work. Lastly, owners may not be permitted to give out or loan their entry F.O.B. for any reason.

► Has the condo owner **and** the contractor reviewed, signed and received the Association's Rules for Tradesmen, Contractors and DIY Homeowners?

If **YES** (**initial**) _____ Date reviewed, signed and given a copy. _____

SCHEDULE Project Start Date: _____ Project Completion Date: _____

Is the proposed project schedule in conflict with any other scheduled condo project?

A project schedule shall be provided with the initial scope of work to the office and/or committee member. This should show scopes of work, durations, and completion on a weekly basis. Any changes or additions made by the owner shall be communicated through management. **YES** (initial) _____

Are there any circumstances that would cause the project completion date to be missed?

If **NO** (initial) _____ If **YES** explain. Examples: Specialty items, Windows or Sliders, design consultations.

PROJECT Fees: A onetime non-refundable administrative fee will be payable, before any work may begin.

● Total unit remodel: **\$500**

Note: unit remodel includes the repositioning of plumbing and/or water supply

Note: double units will be charged double the fee.

● Partial unit remodel (Kitchen, Bathrooms, etc.) **\$250**

● Installation / replacing of condo flooring (i.e., carpet, tile, wood) **\$150.**

Note: for minor installations, e.g., closet shelving, water faucet replacements, and other similar minor installations, the Manager can waive this fee.

TEMPORARY Deposit [if applicable]: Payable before any work may begin.

A 60-day **\$200 deposit** (returnable upon satisfactory installation) will be due prior to the installation of the following items: *AC handling unit, AC condenser, emergency Hot Water tank replacement, Water filtration system, Jacuzzi type of bathing system, new installation of a stand-alone Ice Maker.* **Note: a water heater replacement every ten (10) years, as required by RSA, is exempted from this fee.**

PROJECT Deposit: Payable before any work may begin.

I understand that a 3% per \$1,000 of estimated project cost will payable to the Association when the requested project application is approved. The checks will be held by the Office Manager, but not cashed unless there is documented damage to RSA facility from the construction. The project deposit will be returned, less any applicable fines for damages within 60 days of the project completion date.

I _____, am the owner of Unit _____ and understand by undertaking this project I assume full responsibility and liability for any damages to the building common areas and to neighboring unit(s) [notwithstanding any other considerations] as a result of this project. The Association and its representatives will NOT bear responsibility nor any expenses as a result of this project.

I certify that I will procure copies of all applicable licenses, bonding, permits and INSURANCE (liability & workmen's comp) documents from the craftsmen contracted to perform the labor associated with this project before initiation of work and furnish such information to RSA management upon request. **YES** (initial) _____.

I understand and agree that I _____ am solely responsible for the contractor's and their representatives' adherence to our Rules & Regulations, performance, conduct and use of materials that meet local and state codes and building security. **YES** (initial) _____.

I understand and agree that if, at any point, a lane or road closure is required for any more than 15 minutes, permits are required. Any fines or fees that may be assessed will be the responsibility of the owner/contractor. **YES** (initial) _____.

I understand and agree that I will immediately advise Royal St. Andrews Management regarding any project delays and/or intention to expand the outlined project and the reason(s) why. **YES** (initial) _____.

I understand and agree that if my update or alteration/remodel affects the exterior appearance, exterior or interior common elements, or the appearance of anything not included within the unit, it will be submitted to management for approval, this includes windows.

YES (initial) _____ **If the answer is YES, then the Board shall take no action on the Request until this Request has been reviewed by outside counsel.**

I understand and agree that if during an inspection by Royal St Andrew board member, committee member, or management shows work on, altering of, or damage to, any structural area, which is including but not limited to, concrete slabs (floor or ceiling), structured wiring, plumbing for the building not the unit, or exterior walls, an engineer will be brought out to inspect this and all costs associated with this 3rd party engineer will be the unit owners responsibility for fees. Additionally, an immediate halt of work will be issued by Royal St. Andrew management and Board. No work will be allowed to continue until a satisfactory report and repair is given and performed by the prime contractor. **YES** (initial) _____.

Furthermore, I understand and agree any unreasonable delay or expansion of project may require a resubmission of this request and additional fees to be assessed. **YES** (initial) _____.

I understand and agree a representative of the Royal St. Andrews may have access to my condo for purposes of inspecting the status of project and adherence to plans and workmanship. **YES** (initial) _____.

RSA Condo Update/Alteration Form**Condo Unit #** _____

I understand and agree that the Royal St Andrew management and board may institute a stop work order if but not limited to:

- A State of Emergency is declared City or State.
- A level of infection in the RSA that presents a reasonable concern of safety for the residents of the RSA.
- The failure of the contractor to adhere to these rules and requirements expressed in the alteration form to which they have agreed. **YES** (initial) _____.

The Homeowner and contractor understanding that under this agreement, the RSA Building Manager shall be responsible for the day-to-day oversight of the remodeling/alterations progress and shall, when necessary, consult the Board for advice on questions that may arise.

Unit owner (signature): _____ Date: _____

By signing this document, I certified that I have read the Request and agreed to the Associations' Rules for Tradesmen, Contractors and RSA Homeowners

Date unit owner received a copy of this document: _____

If Approved:

Royal St Andrews representative: _____ Date: _____

Royal St Andrews representative: _____ Date: _____

Project Type: _____ Project Fee collected \$ _____ Method: _____

RSA Rep: (signature) _____ Print Name: _____ Date: _____

Royal St Andrew Document,
Adopted on: January 19, 2021

Are there documents attached to this Request? Please list the documents attached below:

1) _____

2) _____

3) _____