

**Woods Manor Unit Owner
Remodel/Renovation Policy
Amended & Adopted Oct. 13, 2019**

All Owners of Units in Woods Manor Condominiums desiring to remodel/renovate their Unit are subject to compliance with this "Policy", the Woods Manor Declaration* (Article 22.4 of the Declaration*), By-Laws*, and Rules and Regulations.* Owners must also comply with the Town of Breckenridge (TOB) and Summit County Building Department 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 Directors.

Unit is defined in Article 4.2, Woods Manor Declaration.*

- Remodel/renovation projects may include, but are not limited to, any changes that breach and/or go beyond the Unit's interior unfinished surfaces of walls, floors, and/or ceilings (e.g. adding new electric lines, changing plumbing line locations, adding new plumbing lines).
- **PROPOSED STRUCTURAL CHANGES REQUIRE A STRUCTURAL ENGINEER'S REPORT STATING THAT THE PROPOSAL DOES NOT REMOVE ANY LOAD BEARING WALLS.**
- Cosmetic changes include, but may not be limited to, paint changes in the Unit's interior walls, floor(s) (all floors must be carpeted except kitchen, bathrooms, unit entry and hallway areas unless adequate noise suppression is included and approved by the Board), ceiling surface, and/or changing existing plumbing, electrical fixtures and replacing existing appliance(s). Cosmetic changes do not require Board approval except as noted above for flooring that requires noise suppression.
- TOB requirements and permits are not limited to plumbing and electrical modifications. Future repair costs to all General and Limited Common Elements of a Unit Owner's alteration, 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 4.12 and 4.13 of the Declaration*). Work on General Common Element areas and/or Limited Common Element areas shall be performed only by workers hired by or approved by the Woods Manor Board of Directors.

UNIT OWNER'S RESPONSIBILITIES FOR REQUESTING BOARD APPROVAL:

Owners must contact the Breckenridge Building Department to determine if a permit(s) is required and then obtain the required permit(s).

****For Projects requiring Town of Breckenridge Building Permits, an Owner must submit copies of all TOB permits, written project specifications, plans/drawings and materials list to the Board. An Owner must also submit to the Board the name, address and phone number of all contractors hired by an Owner, together with the contractor's current TOB Business License, and SUMMIT COUNTY BUILDING DEPT. CONTRACTOR CERTIFICATE.**

For Projects not requiring Town of Breckenridge 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 BUILDING DEPT. CONTRACTOR CERTIFICATE, and written project specifications, plans/drawings and materials to the Woods Manor Board and management company.*** 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 modified project work begins.

WORK RULES:

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

- All Project supplies and materials must be stored in the Owner's Unit or off Woods Manor property.
- Work is only permitted between the hours of 8:00 a.m. and 5:30 p.m. Monday – Friday. Work is not permitted during all yearly recognized holidays (e.g. New Year's Day, President Day, Memorial/Labor Day etc.).
- Owner and the Owner's contractor, subcontractors and workers may not use the garage or other general (hallway)/limited (balcony) common areas of Woods Manor for construction work without the prior permission from the Woods Manor Board.
- Any and all construction debris must be immediately and appropriately cleaned and removed from the Woods Manor property. Woods Manor dumpsters may not be used for construction debris without the prior permission from the Woods Manor Board.
- The Unit Owner is responsible for all repair and/or replacement costs for any damages caused by the Owner's project work that occurs to other Units, General Common Elements and/or Limited Common Elements of the Woods Manor Condominiums.

- Old luggage carts are available for construction use. 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.
- The Unit Owner has the responsibility to inform the Owner's contractor, subcontractors and project workers about these Rules and the requirement that they must follow these Rules, as well as all applicable written Rules and Regulations* of the Woods Manor Condominiums Association including but not limited to the "no smoking" regulations, 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 fines charged to the Unit Owner.
- **Violation of any of these Work Rules will result in a warning for first offense and a fine of \$50 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 Directors shall be in effect until amended by the Board of Directors of Woods Manor Condominiums. The Policy shall be binding on all Woods Manor Owners and the Woods Manor Board of Directors.

Below, page 4, 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

SIGNATURES:

Owner Signature

Date

Contractor Signature

Date