

Bristol Harbour Village Condominiums

CONSTRUCTION & REMODELING WHAT EVERY OWNER AND CONTRACTOR NEEDS TO KNOW BEFORE CONSTRUCTION BEGINS

Within this pamphlet are the rules and regulations which govern any renovation that occurs within Condominium Association 1 (comprised of units 1 – 57 Cliffside Drive).

Please be sure to review the following regulations carefully prior to any agreement between owner and contractor to assure there are no surprises midway through renovation.

Internal Alterations to Condominiums MUST have prior approval of the Board of managers.

9.0 The Management Company retains a key to each unit. Owners may not alter or change any lock without written consent of the Management Company. The Management Company is granted access to the unit for the purpose of making inspections, citing violations to the rules and regulations or correcting emergencies or conditions that threaten another unit.

9.1 Because of the potential impact of safety, noise, odors, dust and debris, construction to the condominium unit must have prior approval of the Board of Managers. Owners must complete the enclosed "Condominium Construction Form" and submit the form prior to the monthly Board meeting. After the form is submitted the Board has the option to approve or reject the request. **NO RENOVATION WORK MAY BEGIN WITHOUT RECEIPT OF AN APPROVED FORM.** Approved forms must be attached to the entry door upon start of work.

9.2 Construction is defined as any change to the interior walls or flooring, bath and kitchen remodeling, tiling and repartitioning. No work or repairs of any kind is permitted to the outside of the building or balcony areas. No work may be done that alters the perimeter walls or jeopardizes the soundness or safety of the building. Painting, carpeting, wallpapering or replacement of lighting fixtures is not considered as construction.

9.3 In order to reduce sound transmission to other units, the installation of any flooring other than carpet will require the installation of sound isolation sheets, such as Noble SIS Sound Isolation Sheet, between the

concrete plank floor and/or existing flooring and the new flooring, the STC rating and an IIC rating must be supplied to the Condo 1 board for approval.

9.4 The unit owner shall notify the managing agent prior to the installation of the finish flooring so that the sound control membrane can be inspected. Failure to do so may require the removal of the new flooring for this inspection.

9.6 The installation of a fireplace, wood burning stove or pellet stove poses a potential fire hazard and an additional structural load to the building. Prior specifications, along with a sketch, is to be submitted to the Board of Managers and must list materials, fireplace size, location to load bearing walls and existing flues, plus calculated weight in pounds. contractor is recommended. All fireplace installations require a permit from the Town of South Bristol – per New York State Law – with an inspection by the Town Code Enforcement Officer upon completion. Propane fireplaces are allowed in buildings 1 and 3 with Board permission. Installation by a professional contractor is recommended. All this info MUST be submitted for approval before any work may be done!

9.7 For the courtesy of the residents and renters living around you, construction, remodeling or alterations, either done by the unit owner or a building contractor, is not allowed from Memorial Day to Labor Day. Work for construction, remodeling and alterations is limited from Labor Day to Memorial Day on Monday through Saturday from 7:30 a.m. to 5:30 p.m. No work is permitted on Sundays.

9.8 The maintenance of carpet on the Condo 1 lakeside balcony is the responsibility of the unit owner and may be replaced with the board's permission. If a unit owner wants to replace their carpet, a construction form must be filled out and sent to the site-manager before installation of any carpet. Carpets must be cemented down per manufactures instructions. If the unit owner wishes to replace carpet prior to 5 years from date of installation, he or she will be responsible for all costs to repair or replace membrane; if after 5 years, the HOA will be responsible for repairs or replacement of this membrane. No other floor covering is permitted.

9.9 Door/Window Glass Replacement – Please contact site manager to be put on the list for replacement glass.

9.9 Storm Door Replacement – Please fill out a construction request form and forward to the site manager.

9.10 Heating Unit Replacement – Please contact site manager for an approved list of heating contractors.

9.11 Balconies and common walkways are not to be used as a construction work area. Carpet disposal is the responsibility of the unit owner and/or the contractor. Old carpeting is not to be placed in the trash sheds. The trash collector will not take old carpet.

9.12 Renovation debris - Debris generated by contractors / owners cannot be thrown in dumpsters or

trash sheds. This debris must be removed daily from site by 5:30 pm. Alternatives to daily removal are utilizing enclosed trailers or P.O.D.s style containers. These trailer / container(s) must be parked on the west side of the garage.

9.13 All electrical work performed by contractor and/or homeowner must conform to local building code(s) and/or National Electrical Code as most. All electrical work **MUST** be inspected by a state certified inspection company such as Middle Department or Commonwealth and a copy of the inspection report showing that the electrical work was properly done must be sent to the Board or its designated agent. All plumbing work performed by contractor and/or homeowner must conform to local building code(s) and/or NYS Plumbing Code Book.

9.15 Unit owners who violate the rules governing construction, remodeling and renovations may be levied a fine of \$100.00 (one hundred dollars) per day for each day of infraction. Any questions or concerns regarding construction, remodeling, alterations or repairs should be addressed to the Management Company.

9.16 Workers coming onto Condo 1 property to provide services for either the Condo 1 Association or for individual unit owners must have both liability insurance and worker's compensation insurance.

9.17 The approval of all construction requests are subject to the applicant submitting to the Condo 1 Board or its designated agent a copy of all necessary building permits issued by the Town of South Bristol or other required government agency. Should no building permit be required, the owner/applicant must sign an affidavit indicating that the owner/applicant was informed by the Town of South Bristol that no building permit is required for the work described in the construction request and present that signed affidavit to the Board or its designated agent.

DATED: 1-3-22