

Bristol Harbour Village Condominium II

CONSTRUCTION & REMODELING REQUEST FORM

This form must be filled out and submitted to the Condo 2 designated property manager prior to work commencement. Once approval has been granted work may commence.

Unit Owner: _____ Number: _____ Request Date: _____

1. Description of work (attach drawings and/or specifications):

2. Contractor Name: _____

Address: _____

Telephone: _____

3. Contractor Insurance: On File _____ Received _____ and Verified Current _____

4. Does work involve Plumbing: Yes / No

If yes, Name of Licensed Plumber: _____ Phone# _____

5. Does work involve Electric: Yes / No

If yes, Name of Licensed Electrician: _____ Phone# _____

6. Proposed Work Schedule:

Start Date: _____ (No earlier than the Tuesday after Columbus Day)

End Date: _____ (No Later than 5PM the Friday before Memorial Day)

7. I truthfully completed this construction request have read, signed and initialed the attached Construction & Remodeling Document Rev: 04/1/2018:

(Owner Signature)

(Contractor Signature)

Request Received: _____ Approved Denied Date _____

Reason for denial: _____

Board President Signature: _____

Resident: Manager Signature: _____

Bristol Harbour Village Condominium II

CONSTRUCTION & REMODELING

WHAT EVERY OWNER AND CONTRACTOR NEEDS TO KNOW

Within this document are the rules and regulations which govern any construction work (demolition or renovation) that occurs within Condominium Association II (comprised of unit numbers 61 – 116 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 and that the contractor fully understands what is expected of him/her.

General Overview of Building 4 and Condominium II's Association

Building 4 was erected in 1974 following construction practices and building codes of the era. Be advised that any renovation work must meet current building codes and may require inspection by Town of South Bristol Code Enforcement. Further, all plumbing and electrical work must be performed under the supervision of a **licensed contractor** of those trades.

Exterior Construction

- Floor and ceilings, inclusive of balcony's, are constructed of 8" pre stressed hollow core concrete planks butted together.
- North and south walls are concrete block with interior wood framing.
- East and west walls are wood framed.

Interior Construction

- Floor and ceilings, inclusive of balcony's, are constructed of 8" pre stressed hollow core concrete planks butted together. Concrete floor planks on 1st floor units have an additional layer of plywood over insulation.
- Interior walls are typically steel frame studs behind drywall.
- Plumbing is schedule 80 PVC unless previously renovated, where PEX or copper may have been used.

Power

- Electric meters for each unit are located in the utility chase way beneath the building.
- Your unit has a dedicated circuit breaker panel with a main circuit breaker located in one of two locations. If your main circuit breaker is not located within your dedicated panel, then it is located in the chase way next to your electric meter.

What Do I Own?

- Exterior walls from the inward face of the block and/or exterior sheathing.
- Interior walls, all inclusive.
- Floor coverings.
- All electrical wiring and fixtures inward, inclusive of the circuit breaker and panel.
- All plumbing as it passes through the drywall into the vertical pipe tower as it connects
 - o To the riser hub for the sewer line.
 - o To the point before and inclusive of the water shutoff valve, for the water supply.
- All plumbing fixtures inclusive of bath and kitchen.
- All appliances.
- Fireplace to where the flue exits your unit.
- Entry storm/screen door if one exists.
- Lakeside balcony carpet.
- Window and sliding door screens

What Does the Condo Association Own?

- Entry and storage closet door, exterior sliding glass doors and windows.
- All exterior door locks and handles, with the exception of Article 13.16.
- Both lakeside and parking lot balconies (unit owners have an exclusive right to use).
- Everything else outside of your unit starting at the back side of the drywall facing outwards.
- Parking lot balcony carpet.
- All plumbing from
 - o And inclusive of the riser hub to the sewer line
 - o the water shut off to the supply

Snapshot of Do's and Don'ts (see Specific by Articles below for detail)

You Can

- Paint or wallpaper
- Move or replace furnishings and appliances at any time.
- Perform demolition or renovation work from the Tuesday after Columbus Day until 5PM the Friday before Memorial Day provided you submit a construction request that requires Condo II Board approval prior to performing work (see attached).

You Can Not

- Smoke outside of individual units. This includes balconies, walkways, stairwells and parking areas.
- Perform demolition or renovation work between 5PM the Friday before Memorial Day and the Tuesday after Columbus Day. Please consult the Condo site manager regarding emergency work.
- Alter or replace the entry or storage closet door, sliding doors or windows. These are Condo Association property and are maintained by the Association.
- Drill holes or penetrate the floor or ceiling planks as these are load bearing, thus structural in nature. There is no separation between ceilings and floors. Please remember that your floor is your neighbor's ceiling.

Specifics by Article

13.2 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. The contractor performing the work MUST sign off on the form in the appropriate section which acknowledges he has read the contractor pamphlet that references these construction rules and has agreed to abide by them. 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. Construction is defined as any change to the interior walls, 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, wallpapering or replacement of lighting fixtures is not considered as construction.

13.3 Because of the noise conducted to the unit below, the installation of any hard flooring will require the installation of NOBLE SIS SOUND ISOLATION SHEET, with a STC rating of 59 and a IIC rating of 62, between the concrete plank floor and/or existing flooring and the new flooring. Other manufactured products meeting the STC and IIC ratings may be submitted for approval. 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.

13.4 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. Installation by a professional contractor is recommended. All this info MUST be submitted for approval before any work may be done!

13.5 Complete remodel or renovations are no longer permitted due the duration of time required to complete this type of work and the associated noise that effects neighbors. Condominium Construction Forms will be reviewed for type of work being performed and the duration of time needed to complete that work. It is advisable that plans for remodel/renovation work be broken in to stages and executed over several years. Please consult the site manager for a thorough explanation and planning guidance.

13.6 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 the Tuesday following Columbus Day to 5PM the Friday before Memorial Day on Monday through Saturday from 8:00 a.m. to 5:30 p.m.

13.7 Rugs on the Condo II lakeside balcony may be replaced at the Board's discretion. If a unit owner wants to replace their rug a construction form must be filled out and sent to the site manager before installation of any rug. NO RUG MAY BE GLUED DOWN. IF AN OWNER HAS HAD THEIR LAKESIDE BALCONY RUG GLUED DOWN THE OWNER WILL BE RESPONSIBLE FOR REPAIR OR REPLACEMENT COSTS SHOULD MAINTENANCE HAVE TO REMOVE THE RUG FOR ANY REASON.

13.8 Entry, Sliding Door and Windows – Please contact the site manager to report any issues.

13.9 Storm Door Replacement – Please submit a construction request form to the site manager.

13.10 Heating/Air Conditioning Unit Replacement – Please contact site manager for a list of local heating contractors. A Construction Request Form must be submitted prior to any replacement.

13.11 Balconies and common walkways, courtyards and garbage rooms, are not to be used as a construction work area. All walkways and stairs must be properly protected. Any resulting damage will be billed to the unit owner.

13.12 Renovation debris - Debris generated by Contractors/Owners cannot be thrown in dumpsters or trash sheds. **All Debris, Trucks and Trailers must be removed daily from site.** Alternatives to daily removal of debris and or equipment trailers and trucks **are subject to management approval. To restate; No construction trucks, trailers, storage pods of any sort can be left overnight without management approval.**

13.13 All electrical work **performed** by contractor and/or homeowner must conform to local building code(s) and/or National Electrical Code as most recently revised. All plumbing work performed by a contractor and/or homeowner must conform to local building code(s) and/or NYS Plumbing Code Book as most recently revised. Work performed by contractors must be **licensed** for of those trades.

13.14 Unit owners are responsible for the contractors that they have selected and making them aware of the rules governing construction. Ultimately the unit owners is the responsible party and if the rules governing construction, remodeling and renovations are violated you may be levied a fine of **\$500.00 (five 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.

13.15 Carpet replacement now requires submission of a “Condominium Construction Form”. Please note that **“Tack Strips” must be glued to the floor. Mechanical fasteners are NOT allowed, including the use of nails.** Carpet disposal is the responsibility of the unit owner and/or the contractor and cannot be placed in the trash sheds. The trash collector will not take old carpet.

13.16 Front Entry and Storage Door Locks are property of and are maintained by the Condominium Association.

If an owner decides to change either of these locks;

- A construction request must be submitted and approved prior lock removal.
- The new lock must be rekeyed to accept the Condominium II Master Key
- A set of new keys must be submitted to the office.
- The owner assumes full responsibility for their new lock, including maintenance and replacement.

13.17 Hot Water Heaters must be replaced every TEN YEARS. A Construction Request Form is required.

13.18 A ten (10) yard dumpster is only allowed for one (1) week upon Board approval from October 15th until April 15th. If approved, it must be placed in the guest parking area.

Revised: April 2019