

# 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 3 (comprised of units 119 – 186 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** Contractors must cover all outdoor carpeting with a protective material such as drop cloths or plastic adhesive sheets made for that purpose.

**9.1** 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.

**9.2** 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.

**9.3** Construction includes, but is not limited to, 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, or attaches any fixtures to or drills or cuts into any common element without prior Board approval. Painting, carpeting, wallpapering or replacement of lighting fixtures is not considered as construction.

**9.4** 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, with a STC rating of 59 and a IIC rating of 62, such as Noble SIS Sound Isolation Sheet, between the concrete plank floor and/or existing flooring and the new flooring.

**9.5** 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. 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 5:00 PM the Friday immediately preceding the Memorial Day Weekend until 8:00 AM the Tuesday immediately following Labor Day. Construction is only allowed Monday through Saturday from 7:30 AM to 5:30 PM during the rest of the year.

**9.8** The maintenance of carpet on the Condo 3 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 replacement. 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.

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

**9.11** Heating Unit Replacement – Replacement of HVAC units requires the submission and approval of a construction request. As units are "plug-in" a building permit is not required. Units must fit into the existing sleeves without modifications to the exterior walls. Units must be safely usable with the present 208 V 20 A or 30 A circuit (as provided). There can be no modification of the electrical service. HVAC units must have active evaporation of the condensate. Condensate drain lines and catch pans without active evaporation are not acceptable because they will eventually drip

onto the concrete, thereby creating damage to either common elements or other units. HVAC units must meet all legal and regulatory requirements, as well as appropriate safety testing from appropriate agencies such as UL or ETL. HVAC systems must be able to maintain a temperature of a least 55 degrees F during the winter.

**9.12** 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.

**9.13** 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.

**9.14** 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 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 as most recently revised. It is the recommendation of the Condo 3 Board that any owner/applicant having plumbing work done, should consider changing from current PVC pipe to a PEX or copper application.

**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. Violations may also result in a construction request being rescinded, at which point all renovations must immediately cease.

**9.16** Workers coming onto Condo 3 property to provide services for either the Condo 3 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 3 Board or its designated agent a copy of all necessary building permits issued by the Town of South Bristol or other required government agency. Please refer to the list in the Rules and Regulations (9.19) and/or the Contractor Pamphlet for a list of examples of renovations that require and don't require a building permit.

**9.18** Replacement of a water heater requires the submission and approval of a construction request.

**9.19** The following renovations require, in addition to Board approval of a construction request, a building permit from the Town of South Bristol (phone: 585-374-6341 x3 or e-mail [ceo@southbristolny.org](mailto:ceo@southbristolny.org)):

- Installation, renovation, removal, or deactivation of any fuel burning appliance such as a wood-burning stove or fireplace.
- Any construction that requires the installation, rerouting, or removal of electrical power wires or plumbing lines.

It should be noted that minor plumbing or electrical modifications such as upgrading existing light fixtures, replacing electrical outlets and switches, replacing faucets or replacing an

existing water heater with a comparable model do not require a building permit. Examples of renovations that require approval of a construction request by the Board but do NOT require a building permit issued by the Town of South Bristol include:

- Installation of hardwood or tile flooring.
- Removal or alteration of interior walls provided that such removal or alteration does not require the removal, installation, or alteration of any electrical or plumbing lines within that wall.
- Installation of an HVAC unit.
- Installation or replacement of a screen or storm door.
- Replacement of a water heater with a comparable model.
- Installing new or replacing existing cabinets or counters.

Examples of renovations that do not require a construction request:

- Painting or wall papering walls.
- Installation or replacement of a carpet.
- Installation or replacement of an appliance that is plugged into an existing outlet and is NOT affixed to the building.

PLEASE NOTE: IF IS REQUIRED THAT ALL UNITS HAVE A WORKING CO AND SMOKE DETECTORS WITHIN 10 FEET OF EACH BEDROOM ENTRANCE AND THAT EACH BEDROOM ALSO HAVE A WORKING CO DETECTOR. THESE MUST BE WIRELESSLY LINKED. IT IS RECOMMENDED THAT THE DETECTORS BE COMBINATION CO/SMOKE DETECTORS. APPROVAL OF ALL CONSTRUCTION REQUESTS IS CONTINGENT THAT SUCH DETECTORS BE PRESENT OR BE INSTALLED AT THE TIME OF THE RENOVATION.

**9.20** Rules for Making Attachments to Spancrete Ceiling Planks

- No holes may be drilled, bored, punched, or otherwise made into the Spancrete planks without first

obtaining board permission. Holes will only be permitted into the hollow portions of the Spancrete planks.

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- For medium loads including drywall ceilings, ceiling fans, lighting fixtures, frame work for drywall ceilings, or any other device that is suspended from the ceiling, the load must be attached using either expanding anchors or toggle bolts.
- Walls that are supported by the floor may be attached to the ceiling using powder activated fasteners.
- Holes must be at least 18 inches apart in all directions and must not be greater than ½ inch in diameter. The only exception is for powder activated fasteners that are used to attach a wall to a ceiling. In that instance the powder activated fasteners can be no less than 16 inches apart in any direction.
- The location of the holes must be marked using the Condominium 3 template and the location verified by the designated Condominium 3 Board agent PRIOR to drilling or otherwise making any holes. Board agent will verify that the proposed holes will be drilled into the hollow portions of the Spancrete plank using a stud finder.
- If these conditions are not met, permission to attach the fixture will be automatically withdrawn.
- Once an anchor has been inserted it cannot be removed or relocated without board permission. New fixtures must be attached to pre-existing anchors.
- Construction requests must show the type of fixture proposed along with its technical specifications (e.g. weight) and the explicit method of anchoring the fixture.