

## 2626 Lakeview - UNIT REMODELING

1. All plans for structural remodeling must be approved in writing by the Management Office. This includes any changes to plumbing or electrical systems.
2. A remodeling work permit must then be obtained from the 2626 Condominium Association Management Office, returned and accepted by Management, before any electrical, plumbing and/or structural remodeling of any kind is done. **All new framing work must be done using metal studs.** Contractors **must** contact the doorman to have Maintenance inspect all framing work before any wallboard is installed.
3. Installation of garbage disposals or portable washing machines, dryers or dishwashers **in any unit is expressly prohibited.** Washing machines and dryers may be installed if certain conditions can be met and written permission is provided by the Manager.
4. The Management office must be notified of all proposed construction dates. Construction is permitted between the hours of 8:00 a.m. to 4:00 p.m. weekdays and 10:00 a.m. to 3:00 p.m. Saturdays. Work on Sundays and holidays must be approved in writing in advance by Management.
  - a. Owners shall obtain from the contractors and must submit to the Management Office prior to remodeling:
    - 1) a signed copy of a remodeling contract,
    - 2) drawings,
    - 3) Contractor's certificate of liability and workers compensation insurance, naming the Association as an additional insured. At a minimum, the General Liability should be \$1,000,000 per occurrence. Worker's Comp must be \$500,000 at a minimum. Certificates of insurance must be mailed or faxed to the Management Office by the Insurance Agent; fax # 773-281-1295.
  - b. All work must be in compliance with all building, health, and safety codes. Association approval of remodeling work is not tantamount to compliance with building, health, and safety codes.
  - c. Management retains the right to inspect work for compliance with the remodeling contract during and after the work is finished.
  - d. Upon notice from Management, any damage to 2626 Lakeview Condominium Association's common elements, or to other units in the building, caused by the work being done, shall be repaired at the expense of the unit owner causing the damage, who shall be required to cooperate fully and expeditiously. **In particular, bathroom remodeling involving removal of tub or tub drain work requires notification to the resident/owner of the unit below. Should any damage occur to the unit below, the owner of the unit causing the damage is responsible for the repairs.**

- e. Television cable outlets and telephone hook-ups in units may only be moved by the authorized antenna contractor or the Association's telephone or Cable Company. **New wiring behind the walls must be in conduit.** Such work may not be performed by the unit owner or other contractors. Unit owners shall arrange to have somebody present with the contractor while this work is being done. The building staff is not available as escorts for this type of work.
  - f. Building main phone or cable lines may **NOT** be tampered with, without the prior written permission of Management.
  - g. All plumbing work **MUST FOLLOW THE FOLLOWING INSTRUCTIONS: ALL WATER SHUTOFF MUST BE DONE BY BUILDING MAINTENANCE STAFF** (arranged through the doorman). **WHEN REMOVING SUPPLY LINES THE PIPES MUST BE CAPPED. ALL NEW SUPPLY LINES MUST BE COPPER OR FLEX STAINLESS STEEL. UNDER NO CIRCUMSTANCES CAN PLASTIC LINES BE USED, THIS INCLUDED REFRIGERATOR WATER LINES.** All changes must be inspected by Management, or its representative, in the rough state (i.e. before insulation and walls are replaced).
  - h. Double thick drywall and insulation separates each unit. Original medicine cabinets on walls between units are surface mounted. The recessing of cabinets through these walls may only be accomplished if insulation is replaced and a double thick drywall box is prepared to receive the recessed cabinet. Management must be contacted to inspect each stage of this remodeling.
  - i. Should the unit owner, his contractor, or his tenant make unauthorized alterations, said unit owner shall be subject to a fine of **\$500.00**, after first being given 30 days written notice and an opportunity for a hearing. Additionally, the unauthorized alteration shall be corrected within 60 days. Thereafter, management shall make the necessary corrections at unit owner's expense.
  - j. A unit undergoing remodeling may only have **one contractor vehicle** at a time parked in the service area.
  - k. The intended use of jackhammers requires at least 24 hours advance notice to Management and the residents in the unit immediately below. Management shall then post this notice on Channel 17, on the bulletin boards and the lobby stanchion.
5. Secondary locks may be installed. They must be a Segal lock, brushed chrome or brass finish, and flush mounted.
6. Installation of wood, ceramic tile, or other hard surface floorings must include an underlayment of sound absorbent material approved by the Board of Directors. The current noise transmission barrier required is a minimum of 50 decibels which can usually be achieved by 1/4" cork. Carpeting is excellent for this purpose. **Water**

**based sealants must be used on hardwood floors.**

7. Daily removal of construction debris, discarded carpeting or flooring from the building premises is the responsibility of the owner. **No construction debris can be disposed of in the building's garbage chute or left in the chute room. Owners will be charged for any extra cleaning of the common areas and for any additional scavenger expenses necessitated by disposal of construction material in the Association's dumpsters or left in the north lot. such remodeling clean-up.**

9) A one-time only fee of \$500 shall be paid by the unit owner for the use of the common elements in the combination of two apartments on one floor; and that consent for any such combination be documented by a license agreement. To the extent that the Association incurs professional fees (e.g. engineering, legal) exceeding \$500.00 in preparation for this license agreement, such additional expenses shall be borne by the owner. In the event such a combined unit is subsequently sold, there shall be a \$250 fee to issue a new License Agreement to the new owner.

**2626 Lakeview Condominium Association  
UNIT REMODELING FORM**

Date: \_\_\_\_\_

Unit: \_\_\_\_\_

REQUEST: I, \_\_\_\_\_, the owner of the unit listed above, hereby request that I be permitted to have work done in my unit in accordance with the 2626 House Rules. I also agree to submit to the Management Office:

- a) A completed Remodeling Work Permit,
- b) A copy of the contractor's contract,
- c) A structural drawing of the work to be completed and
- d) A contractor's certificate of insurance (supplied by their agent) prior to any work being approved.

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**INSPECTIONS**

1. Initial Inspection:

I, \_\_\_\_\_, inspected the unit indicated above on \_\_\_\_\_ and I authorize/do not authorize the remodeling as stated in the Remodeling Work Permit to be performed.

2. Plumbing Inspection:

I, \_\_\_\_\_, inspected the rough plumbing work on \_\_\_\_\_ and I authorize/do not authorize the work to continue.

3. Electrical, phone line, cable TV lines Inspection:

I, \_\_\_\_\_, inspected the (circle those appropriate) electrical, phone, cable line(s) and I authorize/do not authorize the work to continue.

Final Inspection: (initial one)

I, \_\_\_\_\_, inspected the work on \_\_\_\_\_ and:

Found that the remodeling work was completed in a manner that is in compliance with the 2626 House Rules and the Remodeling Work Permit.

Found that the remodeling work does pose a problem or nuisance to the other residents which must be corrected immediately.

Found that the remodeling work does not pose a problem or nuisance to other residence, but is not in compliance with the 2626 House Rules.

Received on : \_\_\_\_\_

Manager/Assistant initials \_\_\_\_\_

Unit # \_\_\_\_\_

Permit # \_\_\_\_\_

**REMODELING WORK PERMIT**

All remodeling tradesmen must sign in with the doorman prior to gaining admittance. Unit keys may be left at the doorman's station. One contractor vehicle per unit is permitted to park on the Association property. Construction is permitted between the hours of 8 A.M. to 4 P.M., Monday through Friday and 10 A.M. to 3 P.M., on Saturday. Work on Sundays or holidays is not permitted. Exceptions may be given by the Management Office with advanced written permission. The building/property must be freed of debris and cleaned daily by the contractor and/or the unit owner. Failure to do so, will result in a clean-up fee, minimum of \$25, charged to the unit owner. (Unit remodeling rules are included with this permit)

Owner: \_\_\_\_\_ Home phone #: \_\_\_\_\_  
(Please print) Work phone #: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Company Name – please print)

Address: \_\_\_\_\_  
city state zip

Contractor's representative on job site: \_\_\_\_\_  
(Please print)  
day phone #: \_\_\_\_\_ evening phone #: \_\_\_\_\_

**Planned start date:** \_\_\_\_\_ **Projected end date:** \_\_\_\_\_

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**MANAGEMENT OFFICE USE ONLY**

Date remodeling contract received: \_\_\_\_\_ Date drawings received: \_\_\_\_\_

Date contractor's certificate of insurance received: \_\_\_\_\_

Time	Time
Sign In:	Sign Out:
Sign In:	Sign Out:
Sign In:	Sign Out:
Sign In:	Sign Out:
Sign In:	Sign Out:
Sign In:	Sign Out:
Sign In:	Sign Out:
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## **REMODELING DESCRIPTION**

Detail the remodeling work that is being considered, or attach a copy of the contract that includes the details. Failure to properly complete this application WILL DELAY ANY WORK THAT IS CONTEMPLATED.

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