

# ***Snowflake Condominium Association***

## **Rules and Guidelines for Owners and Contractors When Working in Snowflake**

The following guidelines must be observed by owners and contractors when performing renovation or repair work in Snowflake Condominiums. Adhering to these guidelines will protect common areas and the comfort of all who reside at the complex while work is being done, and limit the potential liability of the Association.

Prior to starting renovation/repair work, owners must submit the attached 'Request for Project Approval' to the Property Manager and certify that they and their contractor (if any) have read and agree to comply with these Guidelines (Owners may certify for their contractors if they wish).

If the project complies with HOA policies and guidelines, the Request for Project Approval will be approved by the Property Manager. If it clearly fails to comply with HOA policies and guidelines, the Property Manager will not approve the request. In case of question, the Property Manager will submit the application to the Executive Board for review.

Repairs of an emergency nature, such as a leaking pipe, electrical short, or a broken window should be dealt with immediately, but the building manager and/or the property manager should be notified as soon as possible.

### **A. Applicability**

These guidelines apply to any project within a residential condominium unit which

- 1 – Involves a Limited Common element (entry door or windows);
- 2 – Impacts a common element (e.g., hallways);
- 2 – Involves moving material or trash through common areas;
- 3 – Has any effect on, or requirement involving, building systems: water, heat, or power;
- 4 – Involves any disturbance of a popcorn ceiling.

### **B. Owner**

The owner has ultimate responsibility for all aspects of the project, including all actions of contractors, compliance with all Association rules and guidelines, and compliance with regulations of government agencies.

### **C. Resident Manager**

The resident manager will monitor the project on behalf of Snowflake owners.

1. A description of what is planned, dates of construction, who is involved, delivery of supplies, and responsibility for oversight of the area must be provided to the resident manager prior to start of construction.

2. Prior permission from the resident manager must be requested to turn off electricity, water or heat for any part of the building, and scheduled to minimally affect the other residents of the building.
3. Cleanup of common areas must be completed daily and the level of cleanliness accepted by the resident manager.
4. The cost of any additional work done by the resident manager in connection with the construction site will be billed directly to the owner at \$50.00 per hour.
5. The owner must make arrangements with the resident manager for any special parking requirements of the contractor.

#### **D. Guidelines for Projects**

1. Projects should be started and completed during slow occupancy times to minimize the impact on rental guests and fellow homeowners. Those times are from the closing of lifts until June 15, and from Labor Day until the opening of lifts.
2. Owners must submit certificates of insurance showing that all contractors have liability and workers' compensation insurance coverage.
3. Building permits, if required, are to be obtained and displayed at the unit.
4. The project must comply with all Association Architectural Standards adopted as of the date of approval.
5. Because the building incorporates pre-stressed concrete elements, puncturing or penetrating the surface of the ceiling T-beams or other such elements is expressly prohibited.
6. DAILY clean up of all common areas is required.
7. Owners are ultimately responsible for any damage caused while renovating or repairing.

#### **E. Asbestos Abatement**

The popcorn ceilings in the building have 3% to 10% friable asbestos containing material (ACM).

1. Owners and contractors working in a unit are responsible for understanding and complying with all State and Federal regulations concerning ACM.
2. If any portion of a popcorn ceiling is to be disturbed, the ACM must be disposed of according to regulations.
3. If 32 square feet or more of popcorn ceiling is to be disturbed, the owner must obtain a permit for asbestos abatement and have the removal done by a contractor certified for asbestos abatement.
4. If ACM is removed from the unit in an improper manner, such that common areas or another unit are contaminated, the Association will take the steps necessary to abate the contamination at the expense of the owner.
5. The Colorado Department of Public Health and Environment is authorized to levy fines of up to \$25,000 per day for violation of regulation 8B regarding the handling and disposal of ACM. If the Snowflake Association is levied such a fine as a result of the action or inaction of an owner, that fine will be charged back to the owner.
6. These rules apply to work done by an owner or by a contractor.

#### **F. General Rules for Contractors and Owners**

1. Hammering, sawing, etc. may not begin before 8 AM nor continue past 6 PM.

2. Dangerous tools such as power saws, air tools, etc. should not be set up and left unattended in common areas in a condition that passersby might operate and be injured by such equipment and tools.
3. There are to be NO modifications to the plumbing, heating or electrical systems outside of the unit.
4. Dollies must be provided for transportation of material. Association luggage carts are not to be used for transport of project materials, equipment or waste.
5. Boom boxes, radios, etc. are not to be played at a volume that they can be heard in other units. Volume of such items loud enough to be heard over the noise of saws, hammers, etc. is clearly unacceptable.
6. Workmen are asked to leave their children, dogs, cats, etc. at home. When working in and around the complex, the homeowners do not want the contractors' family and pets "hanging around" with them at the building.
7. Major construction debris must be disposed of offsite. The building dumpster is for domestic rubbish only. An extra dumpster can be ordered after coordinating placement with the resident manager.
8. When replacing carpet, contract with your carpet layer to haul away your old carpet and pad.
9. Any use of common areas as temporary staging grounds must be coordinated with and approved by the resident manager. Furniture, old doors, appliances, leftover construction materials etc. are not to be stored in common areas or placed in the dumpster.
10. Do not park in front of the garage entry. Pay attention to NO PARKING signs. They apply to everyone. See C5. Unit parking spaces are reserved for unit owners and their guests.
11. No penetrations are to be made to any hallway wall or ceiling for any reason without the express permission of the Property Manager, which will usually be denied.
12. Any penetrations which are allowed are to be restored to the original condition to the satisfaction of the Property Manager.
13. Any modification of any type to the exterior of the building must have the prior approval of the Property Manager in each case. The Property Manger may elect to refer the request for approval to the Snowflake Executive Board.

**G. Penalties and Restitution**

An owner in violation of these Guidelines, including failure to apply for project approval, will be subject to daily fines imposed at the discretion of the Executive Board, and for the costs of restoration of damaged areas, or areas modified without permission.

***Adopted this 28<sup>th</sup> day of March, 2011, by the Executive Board of the Snowflake Condominium Association, Inc., to be effective immediately.***

/S/ Nancy Barnett  
Secretary

Homeowner: \_\_\_\_\_ Date: / /

Contractor: \_\_\_\_\_ Date: / /

Revised: March 25, 2011

# Snowflake Condominium Association

## Request for Project Approval

<b>IDENTIFICATION</b>	<b>UNIT</b>	
Owner applying: _____		
Email Address: _____		
Telephone:    W _____	H _____	Cell _____
Planned Start Date: _____	Planned Completion Date: _____	

Name of Project: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Check and complete all of the following sections which apply:**

**This project involves replacement of windows which are Limited Common Elements (LCE).**

I have read and agree to comply with the Architectural Standard for Window Replacement  
Signed: \_\_\_\_\_

I am requesting a waiver from the Architectural Standard for Window Replacement, as follows:  
\_\_\_\_\_  
\_\_\_\_\_

**This project involves a deck which is a LCE, as follows:**  
\_\_\_\_\_  
\_\_\_\_\_

**This project involves an entry door which is an LCE, as follows:**  
\_\_\_\_\_  
\_\_\_\_\_

**This project impacts a common element: hallway walls, ceiling, doors, stairwells, garage, sidewalks, other:**  
Describe: \_\_\_\_\_  
\_\_\_\_\_

**This project involves moving material or trash through common areas (halls, stairwells, elevator, garage, sidewalks).**  
I understand that I am responsible for:

- Damage resulting from movement of material through those areas;
- Immediate clean up of spilled trash or material;
- Not obstructing common areas, or using common areas for staging without the approval of the building manager.
- Not using Association luggage carts to move material or trash.

Signed: \_\_\_\_\_

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**This project requires turning off all or some of the plumbing, heating, or power systems.**

Describe system, extent and duration:

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**This project will involve disturbing (in any way) a popcorn ceiling.**

I have read, understood and agree to comply with Section E of the Renovation Guidelines.

Signed: \_\_\_\_\_

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**Other description or comments:**

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I plan to use \_\_\_\_\_ as the contractor for this work. I have attached certificates of insurance for vehicle and general liability and worker's compensation. The contractor has read and signed a copy of the "Rules and Guidelines for Owners and Contractors when working in Snowflake".

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I request approval to proceed with this project. I have read, understand, and agree to comply with the Snowflake Condominium Association's "Rules and Guidelines for Owners and Contractors when working in Snowflake".

Signed: \_\_\_\_\_

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

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**This section for use of the Property Manager**

There is an Association Project being done in the same time period. In case of conflict, the Association project will have precedence.

Disposition:

Approved on \_\_\_\_\_

Rejected on \_\_\_\_\_ Reason: \_\_\_\_\_

Forwarded to the Executive Board on \_\_\_\_\_

Recommendation: \_\_\_\_\_

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Thomas J. Malmgren, Property Manager