

CONSTRUCTION REMODEL PROCESS

All alterations to a unit require review and approval prior to execution of work-with the exception of “like for like” replacement of equipment.

No work shall commence until the Owner has received the written approval of the Manager or the Board.

- MINOR CONSTRUCTION:** Typically requires permission from the Manager. “Minor Construction” shall be all items which are not deemed to be “Major Construction.”
- MAJOR CONSTRUCTION:** Requires submission by the Manager to the Board for review and approval. “Major Construction” shall mean any construction that may materially or adversely affect Owners’ use and enjoyment of the complex.

At the Board’s election and at the expense of the Owner, the Board may retain the services of independent experts to review and evaluate the proposed scope of construction work and all related application/submitted items. Of particular concern is work which impacts general common elements.

STEP 1 APPLICATION

- Written job description/scope of work from architect/engineer, designer, or contractor**
Submit to Manager/Upload to website
- Drawings/architectural plans**
Submit to Manager/Upload to website
- Proof of Insurance**
Submit to Manager/Upload to website
- Town of Vail Building Permit**
Submit to Manager/Upload to website
- Acceptance of Building Governing Documents**
Owner acknowledges they have read and understand HOA documents relating to remodels within the building

STEP 2 REVIEW

Manager will collect the required components for an application (as listed in Step 1). Work deemed “major construction” shall be submitted to the Board for review and evaluation. The Board may, at their discretion, request additional information and may retain the services of independent experts to advise them – this cost will be passed along to the owner submitting the application.

STEP 3 CONDITIONAL APPROVAL

After The Board, Manager, and/or their independent experts have completed their review of the submitted documents for compliance with the Governing Documents, they will either reject with comments, or conditionally approve the proposed construction. Once conditional approval from the Board or Manager has been obtained. The Owner or their representative shall obtain a Town of Vail

Building Permit for the work. If the process of obtaining the building permit necessitates any changes to the originally submitted documents, the Owner or their representative shall submit all revisions along with a summary of the changes to the Manager for review by the Manager the Board or their retained expert. Similarly, the approved Town of Vail building permit along with Town of Vail sealed documents for construction shall be submitted.

STEP 4 APPROVAL

- MINOR CONSTRUCTION:** Manager has reviewed the final submission and approved.
- MAJOR CONSTRUCTION:** Board has reviewed, evaluated, and approved the final submission.

STEP 5 CONSTRUCTION

All construction work shall be subject to review by the Manager, Board, or their independent expert(s). Coordinate expected review items with these parties prior to start of the work. Contractor shall comply with all Governing Documents and the Contractor Rules.

STEP 6 CLOSE-OUT

At the completion of the construction, the Owner or Contractor shall submit all “approved” inspection reports and the final “closed” permit from the Town of Vail. In addition, the Owner shall provide a letter of general conformance from the lead design professional for the project, if applicable.

WILLOWS AT VAIL

CONTRACTOR RULES

1. Governing Documents

Rules for construction within the building are outlined in the Governing Documents for the Condominium Association. These rules are a supplement and not intended to relieve any liability to conform to the recorded documents. Owners and Contractors are recommended to familiarize themselves with all applicable documents before commencing any construction project within the building

2. Insurance

Contractor shall maintain liability, builder's risk, and workman's compensation insurance for the duration of the project. Proof of insurance to be provided to the Manager

3. Approval

Additional approval is required for any change in approved plans/scope of work for a unit with the exception of like for like replacement of equipment. Before any construction or renovation work commences an owner shall submit plans and detailed description with a scope of work to the Manager, as described above. All requests that propose "Major Construction" shall be submitted by the Manager for Board review and approval. All owners will be notified of proposed major construction.

4. Notice

All owners are to be notified of "Major Construction."

5. Unit Inspection

Owners of potentially affected units shall have the right to require an inspection of their unit prior to construction and may request pre-construction survey, including photography, which shall be provided, and supplied to the unit Owner, at the expense of the unit owner undertaking construction.

6. Independent Advice

The Board may elect, at the expense of the Owner undertaking construction, to retain the services of independent experts to review and advise them during the approval and construction process.

7. Damage Deposit

The Manager or Board may condition approval of the scope of work upon the payment of a refundable damage deposit which shall be used to offset the cost to the Association of excessive wear and tear on Common Elements and the retention of the independent expert.

8. Schedule

Prior to commencing work, contractors shall provide a schedule of work with the Manager. The Contractor shall provide bi-weekly (once every two weeks) construction schedule updates to the Manager.

9. Construction Dates

Major construction shall be limited to off-seasons; April 15 to June 15, and September 30 to November 20, inclusive.

10. Construction Times

Major construction is allowed seven days per week during the approved time period. Minor construction is allowed at other times depending on certain occupancy conditions, and subject to the approval of the Manager.

11. Supervision

Contractor shall supervise the work of all subcontractors, material, and equipment suppliers. A contractor's representative, fluent in English, shall be present at all time work is taking place.

12. Protection

Contractor shall protect all hallways, entrances, elevators, and other property from damage during construction. Any damage shall be solely the responsibility of the contractor to repair at their expense to the satisfaction of the Owning entity.

13. Cleanup

Contractor shall provide daily clean-up services at the construction site and shall keep all hallways, entrances, and grounds free from debris and the presence of construction materials and equipment

14. Bathrooms

Building bathrooms are for the use of owners, guests, and staff. Use of the bathrooms may be allowed by permission of the Manager. Failure to keep bathrooms clean will result in withdrawal of bathroom access.

15. Smoking

Smoking is not allowed in the Willows building or in units under construction.

16. Dumpster

The contractor shall not use the Association Dumpster for any construction related activity but shall provide and place dumpster(s) as required, at the direction of the Manager.

17. Construction Materials

Construction materials and equipment shall be contained within the unit under construction unless otherwise authorized by the Manager. Do not overload the structure with materials or debris.

18. Safety

The contractor shall be responsible for all site safety issues as mandated by federal, state and local laws and regulations.

19. Parking

Contractor shall use the parking that would typically be assigned to the unit under construction. Additional parking may be provided at the discretion of the Manager.

On behalf of the Contractor