

3. Remodel Project Check List for Individual Unit Owners

Initial plans discussed with Property Manager

Plans submitted to Board

Approval obtained from Board

Insurance secured against damage to complex or adjacent units if so directed by Board

Town Of Snowmass Village permits obtained if required

Is contractor: Bonded Licensed

Contractor's name, business address, and business contact phone and list of all subcontractors filed with Property Management

Contractor has been informed of:

How to contact Property Management

NO SMOKING policy throughout complex.

NO SMOKING policy in individual units and balconies or patios and decks.

Owner responsibility for daily cleaning of construction debris from general common areas (stairwells, landings, parking areas) and limited common elements (LCE) (decks, patios, balconies).

Owner responsibility for final clean of area at completion of project.

No dumping of construction trash in HOA trash shed.

Responsibility to notify management when dumpster is needed.

Responsibility to notify management when construction vehicles will be parked on property during project and limited parking on site for workers.

Responsibility to consult with management for movement of large items into and out of condo unit;

Contractor knows it is impermissible to install or remove items

through windows or balconies on middle and upper floor units.

__ Responsibility to notify management when construction spills into common areas or LCEs (eg, use of parking stall for sawing tile).

__ Limits on construction hours and dates: M-S 8-5 pm April 15-June 10; Labor Day to Thanksgiving.

__ Prior approval of scope changes documented

__ Remodel “Notice of Completion” Form sent to Board and/or Property Manager

__ All copies of all TOSV permits and associated inspection reports attached to “Notice of Completion” for filing with Property Manager

__ All construction diagrams for any construction that affects Common Elements listed on “Notice of completion” Form and copies either attached to Form or provided to Property Manager for filing