

# Snowmass Mountain Condominium Association

## RULES AND REGULATIONS ADDENDUM B

### Remodel Guidelines

*SMC Remodel Projects Effective December 2019.*

- 1. Instruction for Obtaining Board Approval**
- 2. Owner Remodel: Application for Board Approval\***
- 3. Remodel Project Checklist for Use by Individual Unit Owners**
- 4. Model Letter to Unit Owners**
- 5. Notice of Completion Form\***
- 6. Indemnification Form (if required)\***

**\*THESE FORMS MUST BE SUBMITTED TO BOARD. Word versions of these documents will be made available for Owner use on the Owner website under “Remodeling Projects by Owners: HOA Requirements”**

## 1. Instructions For Obtaining Board Approval For A Remodel Project

1. Discuss the general outline of the project with the Property Manager, who can advise on potential problems or specific concerns that will need to be addressed when applying for Board Approval of the project.
2. Prepare an “Owner Remodel: Application for Board Approval” Form requesting board approval (see Form below and on Owner website under “Remodel Projects” for details).
3. Submit the document to Management or a member of the Board along with relevant contact details in case the Board needs to ask questions or request clarifications

The Board will confirm their approval of the Remodel Project request in writing. The Board may also require the owner to obtain insurance for the project and/or to sign an “Agreement to Indemnify”, which clarifies the responsibility of the owner vs. HOA with regards to the renovation.

**NOTE: The Board will attempt to consider approval requests within a calendar month of receipt, but cannot guarantee to provide approval in less than 2 months. The timing of any project should take this approval period into account.**

4. Use the “Remodel Project Checklist” (see below and on Owner website under “Remodel Projects”), both at the start of the project and as the project proceeds, in order to ensure that all HOA requirements are met.
5. Provide a Remodel “Notice of Completion” to the Board and/or Property Manager once the work is complete, along with relevant permit and inspection approvals (see Section 5, “Notice of Completion” Form below).