



## Application for Approval to Renovate or Remodel an Apartment

### General Info:

#### **BYLAWS of the Association of Unit Owners of The Collection**

**10.5 Additions or Alterations by Residential Unit Owners.** Except as set forth in the Declaration, no Owner shall make any addition or alteration in or to a Residential Unit without first complying with the requirements of this Section and securing the prior written approval of the Board. This section does not apply to Commercial Units.

**10.5.1 Written Submission of Request for Approval and Requirement of Board Action.** No Unit Owner shall commence work on any alterations or additions within a Unit until the Owner has submitted to the Board a written request (which may include plans and specifications if the Board so requires) and the Board (or a subcommittee of the Board established for such purpose) either approves the request in writing or the Board is deemed to have approved the request as provided in 0.5.2 below. Owners may make desired modifications, alterations, renovations or remodeling of apartments only after the review and processing of this application. If an emergency repair is needed, contact the Manager immediately.

**10.5.2 Time Limit for Board Response.** The Board must respond to the submission of a request within sixty (60) days of the receipt thereof by the Board; if the Board shall fail to disapprove the request or to request revisions or amendments by the Owner, the request shall be deemed to be approved, provided that nothing contained in this section shall authorize or permit any work affecting the Common Elements, the exterior appearance of the Project or the rights of any other Owner.

**10.5.3 Board May Impose Reasonable Conditions.** The Board may impose reasonable conditions on its approval of any such request including, without limitation, requiring (i) changes or amendments to the request, including changes or amendments designed to minimize the potential effects of such additions or alterations on Owners or occupants of other Units, (ii) supervision of the work by an architect, or engineer, or other construction professional, and (iii) performance of the work by a licensed contractor in cases where the work may affect the Common Elements, the exterior of the Project, or the rights of any other Unit Owners. Without limitation to the foregoing, the Board may, as a condition to approving any request to install tile, hardwood, or similar hard surface flooring, require the Owner to install subfloor padding or acoustical insulation.

**10.5.4 Board May Require a Halt in Construction or Removal of Unauthorized Work.** The Board may inspect the work from time to time and direct a halt in construction for any reason and the Board may require the removal or correction of any work which was (i) not authorized by the Board, or (ii) which may adversely affect the Common Elements, the exterior of the Project or the rights of any other Unit Owner. **10.6 Right of Access.** The Association, acting through the Board or its designee, shall have the right of access to each Unit or its exclusive Limited Common Elements, without liability for trespass or other consequential damages, from time to time during reasonable hours as may be necessary for the operation of the Project upon twenty-four (24) hours written notice, or, at any time without notice, for making emergency repairs in the Unit necessary to prevent damage to the Common Elements or to another Unit or Units.

**10.6 Right of Access.** The Association, acting through the Board or its designee, shall have the right of access to each Unit or its exclusive Limited Common Elements, without liability for trespass or other consequential damages, from time to time during reasonable hours as may be necessary for the operation of the Project upon twenty-four (24) hours written notice, or, at any time without notice, for making emergency repairs in the Unit necessary to prevent damage to the Common Elements or to another Unit or Units.



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### HOUSE RULES Of the Association of Unit Owners of The Collection

#### SECTION 7. NOISE

**7.2** Residents are prohibited from performing construction activity within their respective Units except during the following hours: Monday through Saturday: 8:00 a.m. through 5:00 p.m.

#### SECTION 9. INTERIOR UNIT MODIFICATIONS/CONSTRUCTION WORK

**9.1 Interior Unit Modifications.** No alterations, modification or changes to a Unit shall be made or permitted by a Resident except as permitted by, and in accordance with, the provisions of the Declaration and Bylaws. The Declaration and Bylaws contain, among other things, restrictions on floor installations and any piercing of the concrete slabs located below and above each Unit.

**9.2 Hours of Work.** Construction activity related to interior alterations, modifications or changes to any residential Unit shall be allowed only on Monday through Saturday (excluding state and/or federal holidays) between the hours of 8:00 a.m. to 5:00 p.m.

**9.3 Construction Parking.** Due to the lack of available on-site parking, all contractors or laborers engaged in the construction of the interior improvements to a Unit are to be notified that off-site parking will be required unless such contractor arranges through the Resident Manager for on-site parking in certain designated stalls or areas. If on-site parking is provided and any contractors, their workers or subcontractors park in stalls or areas which were not specifically cleared through the Resident Manager, such vehicles shall be subject to being towed at the expense of the Resident of the applicable Unit and such Resident's contractor, worker or subcontractor.

**9.4 Common Area Cleanup.** It shall be a requirement of the work that all hallways and other Common Elements of the Project are cleaned of construction debris and other rubbish on a daily basis by any person or persons working on a Unit. No trash or other debris from the construction activity within a Unit shall be allowed or permitted to remain in the hallways or other Common Elements of the Project.

**9.5 Trash Removal.** The use of any of the trash chutes of the Project, containers or receptacles for disposal of construction trash or debris is strictly prohibited. The Resident and/or contractor shall arrange for removal of all such construction debris and other trash from the Project without use of the Project's trash chutes, containers or receptacles. If this rule is violated, the Association reserves the right to charge the Resident for the cost of removal of any such construction trash or debris and/or to bar the offending contractor from entering onto the Project until satisfactory arrangements are made to remove such construction trash and debris and reasonable assurances provided to the Association that such violation will not re-occur.

**9.6 Use of Specified Elevator Only.** The contractor and all laborers engaged in the construction of the interior improvements to a Unit are to be notified by the Resident that they may only use the elevator specifically set aside for use by contractors and laborers and that use of any other elevator in the Project is prohibited for these purposes. If the contractor and/or laborers use any other elevator, the Resident shall be responsible for any and all damages and/or clean-up costs which may be caused or incurred by the Association as result of such improper use, and the Association and/or Resident Manager shall have the right to bar the offending contractor from entering onto the Project until satisfactory arrangements are made to remove such construction trash and debris and reasonable assurances provided to the Association that such violation will not re-occur.



**Declaration of Condominium of Property Regime of The Collection**

16.3 Noise Restrictions on Residential Unit Floor Coverings. As a condition to the installation, repair, alteration or replacement of any surface floor coverings in a Residential Unit, the Unit Owner must provide the Board with written evidence that, as installed, the new floor covering will mitigate sound transmission with a minimum Sound Transmission Coefficient (STC) Acoustic Standard of STC-55 and an Impact Isolation Class (IIC) rating of IIC-55 or such other rating as the Board shall have determined is required to prevent unreasonable sound transmission through the type of flooring that will be installed. Following installation of any such approved hard floor covering, the Owner will provide the Board with written confirmation from the installer that the material specified in the Board's written approval was duly installed and that as installed, such flooring meets the minimum standards set forth above. The Board shall have the right to require that any hard surface floor covering installed without the Board's prior written approval or not in conformity with the minimum standards in this paragraph shall be removed at the Unit Owner's expense.

All construction, repairs, renovations, upgrades and so forth must be in compliance with existing Building Codes and Laws.

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Major changes or additions which could possibly affect the building or other residents, if approved, may require an Indemnification Agreement from the owner of record which will be recorded at the Bureau of Conveyances and will run with the lease or deed. A copy of the following items are required for review by the Manager, the Design and Review Committee, and/or the Board of Directors.

**Information and Instruction – Please understand, complete and submit the application below, along with any attachments to The Collection’s Management Office.**

1. Plans for the proposed renovation or remodeling. The minimum requirement is submittal of a basic floor plan marked to show proposed changes in the apartment.
2. A written description of the proposed changes. Include the particulars of any additional fixture, equipment or appliance to be installed. Include the weight (weight may exceed flooring capability), size (length, width & height) and any noise producing element of the item.

Proposed floor covering materials should be indicated on the submitted plans. Floor coverings for areas originally covered by carpets (bedrooms) must be replaced with carpet of equal or better quality and kind. The installation of any floor covering other than carpet, if approved, must achieve 55 IIC (Impact Insulation Class) or greater.

4. Is a building permit required? YES      NO      If yes, have you applied? YES      NO

5. Estimated start date \_\_\_\_\_ Estimated Completion date \_\_\_\_\_

6. Will any of the planned modifications include changes to existing:



Plumbing:      YES      NO  
Mechanical:    YES      NO

Electrical:     YES      NO  
Structural:     YES      NO

If any of the above questions are answered "YES", you will be required to submit plans and specifications prepared by a registered architect (or professional engineer if permitted by the Board) showing details of the proposed work. You will also be required to submit the name of the licensed contractor(s) who you intend to employ for the work

and such other information as may be required by the Board. Even if you answer "NO" to each of the questions above, the Board may require plans and specifications and other information from you before deciding upon your application.

7. General description of intended alterations and/or additions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. List of Contractors, Engineers, and/or Architects:

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**License #:** \_\_\_\_\_ **License Type:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**License #:** \_\_\_\_\_ **License Type:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**License #:** \_\_\_\_\_ **License Type:** \_\_\_\_\_

9. Notice of approval to proceed with the work will come from the General Manager, who will also inspect the work upon completion.

10. I/We, the undersigned hereby request that The Collection Board of Directors approve the alterations and/or



additions described above and on any accompanying plans, specifications, or drawings. I/We acknowledge and agree that any approval given by the Board of Directors shall be conditioned upon all work conforming to all applicable building and zoning laws, ordinances, and rules and regulations and all other conditions established by the Board. I/We agree to periodic inspections during the renovation work by the General Manager and/or representatives of the

Board of Directors. I/We agree that all noise generating work shall be accomplished during normal working hours which are Monday through Saturday from 8:00 AM to 5:00 PM only. I/We understand that no work is to be done in the common areas and further agree to pay for the repair of any damage to or the cleaning of the common areas needed as a result of this renovation and/or remodeling activity.

Owner's Signature: \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Apartment Number: \_\_\_\_\_

Received by General Manager's Office: Date: \_\_\_\_\_ By: \_\_\_\_\_

For Committee Use Only:

Apartment # \_\_\_\_\_

Date Application Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Indemnification Agreement Required: YES NO

Approved by Design and Review Committee By: \_\_\_\_\_, Chairperson

Approved with Conditions By: \_\_\_\_\_, Chairperson

Declined by Evaluation Committee By: \_\_\_\_\_, Chairperson

Reason for Declination and/or Additional Requirements/Conditions:

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Board of Directors Action:

Date Application Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Indemnification Agreement Required: YES NO



Approved by Board of Directors By: \_\_\_\_\_, President or Chairperson

Approved with Conditions By: \_\_\_\_\_, President or Chairperson

Declined by Board of Directors By: \_\_\_\_\_, President or Chairperson

Reason for Declination and/or Additional Requirements/Conditions: \_\_\_\_\_

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