

RENOVATION, ALTERATION, AND IMPROVEMENTS TO UNITS and APPLICATION FOR APPROVAL OF BOARD OF DIRECTORS

Introduction -This section provides a summary of information for owners who plan to renovate, alter, or make improvements to their units. It applies to all residential and commercial units, and includes redecorating, remodeling, replacement of appliances, plumbing and electrical work, required work permits from government authorities, structural work that will require architectural and/or engineering approval, alteration to configuration of units, prohibited installations, and the application process for approval of renovations or alteration of a unit.

- **Effect on the Common Elements of the Condominium or Other Units** - No renovation, alteration or improvement shall be made which affects the common elements or limited common elements of the building or another unit without the prior written permission of the Board of Directors. (See expanded detail in General Requirements below.)
- **No Conversion of Residential Units to Nonresidential Purposes** - Residential units may not be converted to commercial units or any other nonresidential use.
- **See Also Article VII of the Condominium Declaration and Article XI of the Condominium By-Laws** - The information contained herein is a supplement to Article VII of the Condominium Declaration and Article XI of the Condominium By-Laws which contain other important information about renovations, alterations and improvements to units. A copy of the Declaration and By-Laws can be found on the Condominium web site www.chcondo.com. To access these documents you will need the password which can be obtained by sending an email to directors@chcondo.com. Owners should review Declaration Article VII before submitting an *Application for Approval of Renovation or Alteration of Unit* to the Board of Directors.

Unit Owner Responsibilities

- **Insurance** - For all projects owners should check with their insurance carrier to determine if they need to obtain additional insurance beyond what their home-owners policy covers. For renovations, alterations or other improvements that include structural or architectural changes, the Board of Directors may require the owner to provide additional insurance to cover damage to the common elements and restricted common elements of the building and to provide additional coverage for damage to other units.
- **Costs** - Owners are responsible for the cost of decorating, renovating, altering, or making improvements inside their units.
- **Securing Contractors** - Owners are responsible for securing the services of their own contractors for work done in their units.

- **Required Permits** - Owners who do their own renovations or improvements are responsible for acquiring all required building permits and any other required permits from the appropriate governmental bodies and authorities.
- **Access to Building** - All owners, contractors and vendors must use the Lark Street service entrance located in the basement – not the main lobby – for bringing in and removing tools and equipment, furnishings and appliances, supplies and materials, and construction debris.
- **Removal of Construction Debris** - Owners are responsible for the removal of construction debris, discarded appliances, unused materials, and other discarded matter resulting from renovations, alterations, or improvements to their units. The unit owner is ultimately responsible for enforcing any agreement they make with a contractor for removal of construction debris and discarded materials.
- **Storage of Materials and Clean Job Site** - Owners are responsible for ensuring that they and the contractors they hire do not store materials in any of the common areas of the building such as stairways, halls and corridors, or basement areas. Common areas of the building shall be kept clean and free of debris at all times. Particular attention should be given to quickly vacuum any debris from the elevator door tracks as it can cause severe damage.
- **Work Hours for Owners** - Owners shall not engage in any noisy work that will disturb other residents between 9:00 pm and 9:00 am. As a courtesy, please notify your neighbors about when they can expect noisy work. (See below for hours of work for contractors.)
- **Responsibility for Contractors and Other Parties that Owners Engage to Work in Unit** - Owners are responsible for the actions of the contractors they hire and for family members and others they engage to work in their unit. This includes co-responsibility with contractors for job site supervision. Owners must also ensure that any contractor they hire provides to the Board of Directors of the Condominium the identity of all employees and the employees of subcontractors who will be authorized to be on the job site.

Contractor Responsibilities

- **Insurance** - Before commencing any work contractors must provide a Certificate of Insurance to the Condominium naming Capital Hill Condominium, Inc. as coinsured, and which shows the name of the insurance company, the amount of liability coverage, and dates of coverage. The Board of Directors may require additional insurance to cover damage to the common elements and restricted common elements of the building and damage to other units where renovation, alteration, or other improvement project involves structural or architectural changes.
- **Contractor Access to Building** - All contractors and vendors must use the Lark Street service entrance located in the basement – not the main lobby – for bringing in and removing tools and equipment, furnishings and appliances, supplies and materials, and construction debris.
- **Storage of Materials and Clean Job Site** - Contractors are responsible for ensuring that they and their subcontractors do not store materials in any of the common areas of the building such as stairways, hallways and corridors, and basement areas. The common areas of the building

shall be kept clean and free of debris at all times. Particular attention should be given to quickly vacuum up any debris from the elevator door tracks as it can cause severe damage.

- **Supervision of Employees and Subcontractors and Job Site Supervision** - Contractors are responsible for job site supervision. Contractors and their subcontractors are responsible for the conduct and behavior of the persons they employ to do work on any job site within Capital Hill Condominium, Inc.
- **Identity of employees and subcontractors** - Contractors must provide the Board of Directors of the Condominium with the identity of their employees and the employees of subcontractors who will be authorized to be on the job site.
- **No Blockage or Restriction to Access to Units or Common Areas** - Contractors shall not set up any work area or store any materials or tools that will block or restrict access to any other residential or commercial unit or common area of the building or cause any safety hazard for residents of the building.
- **Work Hours** - Work hours for contractors are 9:00am to 5:00pm, Monday through Friday.

Application Form and Notice to Board of Directors Required - Any owner planning a renovation, alteration or other improvement to a unit must notify the Board of Directors at least thirty (30) days prior to the start of the project by submitting the form Application for Approval of Renovation or Alteration of Unit to the Board of Directors for review and approval of such work. A copy of this form can be found at the end of this chapter.

- **Approval** - The application must be reviewed by the Board and approved by them before any work can commence. Ordinarily approval should not take more than thirty (30) days, but large or complicated applications could take up to sixty (60) days to review. The Board will:
 - Approve the application, or
 - Approve it with modification(s), or
 - Disapprove the application. A disapproval will include the reason(s) for such disapproval.)
- **Application Fee** - A non-refundable application fee of \$200 payable to Capital Hill Condominium, Inc. must be submitted with the application.
- **Damage Deposit** - A refundable damage deposit of \$500 payable to Capital Hill Condominium, Inc. must also be submitted with the application. The deposit will be refunded thirty (30) days after the completion of the project if there are no damages or clean-up needed. This will be determined during a walk-through with the owner and the Condominium Maintenance Contractor.

General Compliance Requirements/Prohibitions

- **Effect on Common Elements of the Building and Other Units** - No renovation, alteration or improvement shall be made which affects the common elements or the limited common elements of the building or another unit without the prior written permission of the Board of Directors. This includes but is not limited to renovations and alterations that affect decks,

balconies, roof, exteriors to entrance doors of units, air shafts and exterior walls of the building, and other common areas of the building.

- **Channeling, Boring or Cutting into Walls, Floors or Other Structural Elements** - The Building is a masonry construction of the Cement Slab style. Renovations and construction that will require channeling, boring through or otherwise cutting into any structural element of the building will require the approval of a licensed engineer before work is commenced. The engineer's report shall be included with the Application for Renovation or Alteration of Unit. The cost of such engineering report shall be borne by the unit owner.
- **Alteration to Configuration of Unit** - No alteration to the configuration of a unit shall be made without the written approval of the Board of Directors. A plan detailing the alteration(s) shall be prepared by a licensed architect and included with the Application for Renovation or Alteration of Unit. The cost of such architect's report shall be borne by the unit owner.
- **Building Façade** - Capital Hill Condominium is located in a City of Albany Historic District so no renovations may be made that would affect façades of the building. This includes windows, balconies, masonry and stonework and any other architectural element of the façades.
- **Clothes Washers and Clothes Dryers May Not be Installed or Used in any Unit** - The Condominium provides a laundromat in the basement of the building for use by owners and tenants.
- **Gas Appliances** – Gas appliances other than cooking stoves may not be installed in any unit. Open flame barbeque grills are prohibited. Gas fireplace inserts of any design are not permitted to be installed.
- **Exterior Radio or Television Antennas or wires for Telecommunication Devices** - No antennas, satellite dishes, or wires may be placed outside units, installed on the roof or on any exterior area of the building other than shall be provided by the Condominium for such purposes.
- **Signs**
 - **Generally** – No signs of any kind shall be placed in windows, on doors or other interior or exterior surfaces of the common areas without prior written approval of the Board of Directors.

No for sale sign, for rent sign, or political sign shall be displayed in or on any unit window, door, the exterior of any unit or the building or anywhere else on the property. (See Declaration section 12.02)

- **Legal Exemptions** - City Building Permits, and court orders and notices that are required by law or court order to be posted to a unit door are exempt from this requirement.
- **Commercial Units** - Exterior signs and signage placed in commercial unit display windows must be approved by the Board of Directors. The Board reserves the right to ask commercial owners and/or tenants to remove any sign or signage that contains information that is racially or religiously biased or which discriminates against persons because of age or sexual orientation.

- **Awnings**
 - **Residential Units** - Awnings and other coverings may not be placed over the exterior of windows, balconies, or decks in residential units.
 - **Commercial Units** - Awnings must be approved by the Board of Directors before installation. Installers may not drill any holes or glue any awning hardware to the façade stonework of the building because the building is in a City of Albany historic preserve district.
- **Air Conditioners in Residential Units** - Air conditioners must be approved by the Board of Directors prior to being put into service.
 - **Through the wall installations are prohibited.**
 - **No window mount units commencing in 2021** - It has come to the attention of the Board that the water condensation being expelled from window mount units in residential units is starting to cause harm to the façade stonework. Accordingly, 2020 will be the last year that window mount air conditioners will be allowed to be installed or used in residential units. Beginning in 2021 only interior floor model machines will be approved. These units come with a window vent panel to allow hot air to be exhausted to the outside, but do not expel water condensate to the outside. Residents and owners who plan to purchase an air conditioner in 2020 are urged to choose one of the newer freestanding floor models in anticipation of this change.

Caution: Some of the freestanding machines have an option to dehumidify air. These machines come in two styles depending on where you purchase them: 1. Has water collection tray with limit switch that shuts off automatically to prevent water overflow, and 2. Hose to drain off water – this option does not shut off automatically which can cause water damage.

- **Radiators and Heating Pipes Inside Units** - Any modification to radiators or associated piping inside units shall be approved by the Condominium's Maintenance Contractor before the work is commenced. Repairs and modifications shall only be made by a licensed plumber or the Condominium's Maintenance Contractor. Plumbers must contact the Condominium Maintenance Contractor for approval before modifying or disconnecting any radiator or heating pipe before commencing work. To contact the Maintenance Contractor, send a message to workorder@chcondo.com.
 - **Electric Heat** - Electric heat shall not be installed in any residential unit except unit B-1.
 - **Heat pumps** - Heat pumps are allowed only in penthouse units.
- **Utility Shutoffs** - Shutoff of water supply lines, gas supply lines, and electric supply lines to distribution panels shall only be done with the approval of the Condominium's Maintenance Contractor. To contact the Maintenance Contractor send a message to workorder@chcondo.com.

Capital Hill Condominium, Inc.

Application for Renovation or Alteration of Unit

Page 1		Date:	
Name of Unit Owner:		Unit #	
Address:			
City:		State:	ZIP
Contact Phone No.:		Email	

Name of Contracting Firm:			
Name of Owner if different from firm name:			
Address:			
City:		State	ZIP
Name of Project Forman or Supervisor:			
Contact Phone No.:		Email:	
Name of workers who will be on site:		1.	
2		3	
4		5	

Insurance Policy or Certificate of Ins. supplied by <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate or Policy must name Capital Hill Condominium, Inc. as coinsured. Work must not commence until Certificate of Insurance or Policy is filed and accepted by the Condominium.	

Describe work to be done. Include details on page 2 of application form.	
<input type="checkbox"/> Carpentry:	
<input type="checkbox"/> Electrical: (Attach copy of City Permit if needed.)	
Copy of Permit Received	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Plumbing (Attach copy of City Permit if needed.)	
Copy of Permit Received	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Sheetrock/Plaster Work/Painting:	
<input type="checkbox"/> Structural changes to configuration of unit	
Engineer's Report Received	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Architectural changes to unit (floor plan etc.)	
Architect's Report Received	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Replace Appliances	Will any electrical or plumbing work be required? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Other work - Describe	
Estimated Start Date:	Estimated Completion Date:

Date Received by Board

Application Form Page 3

Application Approved by Board		
Signed	Title	Date
<input type="checkbox"/> Conditions if any		

Application Not Approved by Board		
Signed	Title	Date
Reason(s)		

- Instructions:
1. The Application must be submitted to the Board of Directors at least 30 days prior to the commencement of work. The Board will make every effort to review the application and to make a determination within 30 days. However, large projects could take longer to properly complete a review.
 2. Work may not commence until approval by the Board of Directors is granted.
 3. Work may not commence until any required insurance certificate is received by the Board of Directors.
 4. A check in the amount of \$200 payable to Capital Hill Condominium, Inc. for application fee must accompany the application.
 5. A check in the amount of \$500 payable to Capital Hill Condominium, Inc. for Damage Deposit must also accompany the application.