

Granita Unit Owner Construction Checklist 1/30/09

- 1) Check with the Town of Mountain Village to secure all necessary building permits. **Copies of all permits must be supplied to the HOA Board.**
- 2) A meeting must be set up with Tom Rochette, our maintenance supervisor, and a member of the Granita HOA Board to discuss and submit written plans of the scope of the construction/remodel plan and dates of planned construction. Tom will decide if anyone else needs to be brought in to discuss any possible ramifications on the building systems at the owners expense. (an example might be Pallante Plumbing if the flooring is going to be changed due to the infloor radiant heat system)
- 3) A fully refundable bond will be set and paid prior to the start of construction to the HOA. The scope of the construction will determine the amount of the bond. The bond will be held by Whiteman and Associates. Once construction is complete, an assessment of any building damages will be taken from the bond and the balance will be refunded to the unit owner. Within 14 days. If damages exceed the bond, the unit owner will be assessed by the HOA.
- 4) A meeting at the unit must be set up with **our fire protection/security company** at the owners expense to assess how the fire detection and protection systems in the unit must be covered so the alarms will not be triggered. The MV Fire Department allows one false alarm. After that the second alarm is fined at \$300.00 and the 3rd alarm is assessed at \$1500.00. The owner is responsible for all alarm calls if any. Smoke and heat detectors may not be covered with tape as this may invalidate our insurance policy. At this meeting Masters will also discuss wiring issues if any walls are moved.
- 5) Hours of construction are 8-5 Monday through Friday. Any extension of this must be approved by the attending Board member.
- 6) If using paint, varnish or other odorous substances, proper means of ventilation should be utilized so as to not disturb other owners and tenants.
- 7) The temperature inside the unit must be maintained at a minimum of 40 degrees to avoid any breaking of pipes.
- 8) The elevator drapes must be put up by Tom Rochette. Workers should use the stairwells and leave the elevator for the use of owners and tenants.
- 9) Heavy and cumbersome construction materials such as stone, tile, drywall should be lifted to the unit deck on an outside lift and/or removed from the unit with an outside lift and not placed on the elevator. This may need to be coordinated with the Town of Mountain Village. Any additional maintenance required for the elevator may be charged to the unit owner.

- 10) Unit owner and all construction personnel should utilize only their designated parking space. Do not park in other unit owners spaces. Their parking space may be used to temporarily stage construction materials. Construction materials may not be mixed or dumped in any drains in the garage. A large dumpster is located at the top of the driveway to the right under the rolling door. All trash must fit inside the dumpster or be hauled away separately by the unit owner or construction personnel.
- 11) All common areas such as the lobby and hallways may not be utilized for construction/and or materials and must be cleaned if needed daily.
- 12) In any construction, the impact to other owners must be taken into consideration. For example, if carpeting is removed and wood or tile put in, then adequate soundproofing must be installed to mitigate noise to a unit below. Another example might be, if a washer is replaced, no burst hoses may be put in to prevent the possibility of leaks.
- 13) The common areas adjacent to the construction area and the elevator, and lobby will be photographed prior to the start of construction by Tom Rochette.
- 14) Unit owners and construction superintendents will sign a copy of this checklist prior to construction and will discuss with all workers and post in unit.
- 15) Any violations of this checklist trigger fines to the unit owner.

16) A copy of the CO (Certificate of Occupancy) must be supplied to the HOA Board.

Contacts:

Tom Rochette
 970-728-7606 pager..leave message and number and he will call back

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Unit Owner

Date

Construction Superintendent

Date

Many blueprints are available for the building. These may be borrowed and copied and must be returned to Tom Rochette. Also each unit has a file in the owners closet and again you are welcome to borrow and copy anything in your file.