

Remodeling Rules and Regulations

Please read this document carefully. Failure to follow these rules and regulations will result in fines. A copy of this document is to be taped to the door of the unit being remodeled, for reference.

1. **Remodel Notice:** The Property Manager is to be notified of the intent to remodel and given a time frame for how long it will take, so that this information can be posted for all residents.

2. **Protecting Common Area:** Elevator pads and protective flooring for carpet areas are to be used during the transporting of all deliveries. (In consideration of residents, please remember that each building has only one elevator and residents, some of whom are in wheel chairs, must have access to the elevators; please try not to tie up the elevators for long periods.) All deliveries are to be through the lower garage, never through the lobby or pool area. Any and all repairs or damages will be charged to the homeowner at cost.

3. **Must Use Garage Entrances:** All vendors and workmen should enter and exit through the lower garage in order to reduce the use of the lobby. Any and all repairs or damages will be charged to the homeowner at cost.

4. **Parking:** All parking spaces are numbered according to unit; workers may use only those spaces that correspond to the number of the unit being remodeled. Failure to do so may result in have the vehicle towed.

5. **Remodel Times:** Construction work is permitted only during the day, from 9 a.m. until 5:00 p.m.

6. **Removal of Recyclable Materials:** All boxes and cartons must be broken down flat or cut up if they are discarded in the recycling dumpster. Do not throw large boxes down the trash chute; take them directly to the lower garage recycling dumpsters.

7. **Remodel Debris Clean Up:** Exterior and interior common areas need to be cleaned after each day of work or the owner will be charged a cleaning fee. No storage of anything is allowed in halls or parking garages. All remodeling debris must be removed by the contractor. Using the Associations trash bin is not permitted. **Any mess by the trash bins will lead to a fine.**

8. **Water Shut Off:** Water shut-off that affects all other units must be kept to a minimum, and the Property Manager must be notified at least 72 hours in advance so that notice/posting of times for other residents affected can be posted.

9. **Dryer Venting:** Clothes dryers should not be vented through the unit's crawl space; **this is a fire hazard.** An interior dryer vent should be used; these are available at hardware stores and on line.

10. **Flooring Approval:** Modifications to floor coverings within units that have the potential to increase noise within the common area or other units shall require prior approval by the HOA Board. Specifically, the installation of any hard-floor surfaces (e.g., tile, wood, or other hard surface) must have prior approval. The Board review shall be limited to a review of the potential sound transfer; plans that do not adequately mitigate sound transfer in the opinion of the Board shall be denied. Owners shall take all reasonable measures to choose floor coverings that mitigate sound transfer between units. The Board shall have the right to order an owner who has not complied with this rule to remove and replace any floor covering that does not adequately mitigate sound transfer.

The Association Guidelines for all changes of floor surfaces will be based on:

- FSTC (Field Sound Transmission Class) ratings of 54 and above, and
- NNIC (Normalized Noise Isolation Class) ratings of 56 and above.

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I am the owner or the person directing the remodel: I have read this document and understand the rules and regulations.

Print name _____

Signature _____