

# Peachtree Walk Condominium Association

## Unit Modification/Renovation Approval Request Form and Rules

### Architectural Controls:

13 C(i) Alteration of Units. No Owner or Occupant may make any alteration within a unit, which involves connection to Common Element pipes, lines, conduits and/or apparatus for access to common utilities without prior written ACC (Architectural Control Committee) approval (including but not limited to installation of washers and dryers). No Owner or Occupant shall make any interior modifications to any structural or load bearing portions of a Unit. Interior modifications may only be made in accordance with any construction guidelines as may be adopted by the ACC. All building code requirements must be complied with and necessary permits and approvals secured for any modifications.

### Insurance:

It is required that Peachtree Walk Condominium Association be name as an additional insured on the renovation contractor's insurance policy. It is highly recommended that the unit owner have their unit also named as an additional insured on their contractor's policy to protect their property for any damages caused by their contractor.

**Peachtree Walk Condominium Association must be endorsed on the contractor's current certificate of Insurance.** The required endorsement address is:

Peachtree Walk Condominium Association  
1074 Peachtree Walk NE  
Atlanta, GA 30309

The Unit Owner is responsible for all damage to the Condominium's Common Elements and/or other Units caused by the Unit modification/renovation whether the Unit Owner or the Vendor causes the damage. Therefore, it is in the best interest of the unit owner to have adequate insurance to cover potential damages as well as verifying that the vendor has both current liability and workman's compensation insurance. If there is damage to the Association's Common Elements, the Association will require the Unit Owner to pay for the repairs. If the damage is due to the contractor's negligence, the unit owner will still have to pay for the repairs and then seek reimbursement from their contractor. Being that the contractor is acting as an agent for the Unit Owner, the Association will not seek payment from the contractor.

### Renovation requirements, rules, and associated fines for violations of rules:

**Wall-Off Mat Required:** A walk off mat must be purchased for \$10 from the management office prior to the start of any work to a unit by a vendor or contractor and placed INSIDE unit to keep hallways clean.

**\*\*\*Violation Fines during renovation work:** If hallways and common areas are not kept clean, violation fines will be levied against the violating unit of \$50 for the first violation, \$100 for the second violation and \$150 for each additional rule violations. Please keep all work materials and debris inside the unit and keep hallways clean. Nothing can be placed in the hallways or common areas. The Board of Directors holds the right to restrict any contractors from the property if they continue to ignore or break the Peachtree Walk Condominium Association renovation and modification rules stated in this request form.

**ALL Contractors must wear shoe covering booties when leaving a unit and entering Common areas.**

**Underlayment soundproofing for wood floors:** ¼" Cork or Equivalent or better soundproofing

**Water supply lines:** PVC (Old PVC can be brittle so Contractors to be very careful AND shut off all water to the unit with the shut off valve in the unit's hot water heater closet and drain all pipes BEFORE starting any plumbing repairs or modifications.)

**Work area for cutting tile and wood:** Inside unit, balcony or P-1 Level areas outside dumpster rooms. Tile cutting water **must be contained** and discarded inside unit or off property. Water cannot be allowed to run down building exterior or onto any part of the property or other unit. \$250 fine for violation.

**Work hours:**

**For Contractors:** Monday-Friday 9AM to 5PM **ONLY-No Weekend contractor work allowed.**

**For Unit owners:** Weekdays: 9AM to 5PM, Saturday: 10AM to 5PM, Sunday: 12PM to 5PM **ONLY**

**\*\*\*THE FINE FOR ANY WORK OUTSIDE ALLOWED WORK HOURS ABOVE IS \$300 PER DAY.**

**Vendor Parking:** All contractors must get a "Contractor Parking Pass" from the management office which must be **always visible on their vehicle dashboard while on Peachtree Walk property.**

**B Building contractors** can park in the lobby area **ONLY WITH** a "Contractor Parking Pass".

**A Building contractors** can park on Guest Deck or in the courtyard driveway, first come first serve, from 9am-5pm **ONLY.**

**Parking in Courtyard:** ALL contractor vehicles MUST be completely removed from the courtyard driveway by **5pm sharp.** If a contractor vehicle remains in the courtyard driveway after 5pm a fine of **\$50 per 15 minutes** past 5pm will be assess to the unit owner having the work performed by the contractor.

**Again, all contractor vehicles MUST BE completely removed from the courtyard driveway by 5pm.**

**Damages to Common Areas:**

**\*\*\*Owners are responsible for ANY Damage to Hallways or Common Area during renovation or work progress. All owners and contractors must do a hallway walk-through with manager BEFORE beginning work in any unit. Any previous damage to common area will be noted at that walk through.**

**Deposit: A \$750.00 damage deposit is required for all renovations.** This will be refunded upon completion of work provided no damage is done to other units, elevators, or common areas and all potential violation fines are paid in full by the end of the project.

**Use of Elevators:** The owner must reserve the elevator with the Management Office 3 days prior to any work start date and **at any time** the elevator is needed to deliver or remove debris or materials. Elevator will not be held for contractor all day during the renovation, so please consolidate materials and arrange to remove and bring in materials in 1 hour morning and afternoon shifts.

**Courtesy notice for neighbors:** Residents doing construction must get **a laminated courtesy flyer from the management office to place on the unit door during any work progress.** The flyer will have notification of beginning work, expected time/days needed to complete work, understanding of the allowed construction working hours, responsibility of care for common areas during work and the contractor or owner phone number in case there are any questions or problems during the process of the work.

**Construction Trash Disposal:** Construction debris **cannot** be disposed of in trash chutes or condominium dumpsters. **Vendors MUST take ANY materials, trash and debris off the property IN STRONG DURABLE CONSTRUCTION BAGS. ALL DEBRIS MUST BE BAGGED BEFORE TAKEN INTO HALLWAYS.** \*\*\*\$250 will be fined to the unit owner if their vendor/contractor uses dumpsters during renovation. Again, all debris **MUST BE SAFELY BAGGED AND REMOVED FROM PROPERTY BY VENDOR.**



## **Appeal Process:**

### 19. GENERAL PROVISIONS.

(b) Dispute Resolution. Prior to filing a lawsuit against the Association, the Board, or any officer, director, or property manager of the Association, a Unit Owner or Occupant must request and attend a hearing with the Board of Directors. Any such request shall be in writing and shall be personally delivered to any member of the Board of Directors or the property manager, if any, of the Association. The Owner or Occupant shall, in such request and at the hearing, make a good faith effort to explain the grievance to the Board and resolve the dispute in an amicable fashion, and shall give the Board a reasonable opportunity to address the Owner's or Occupant's grievance before filing suit. Upon receiving a request for a hearing, the Board shall give notice of the date, time and place of the hearing to the person requesting the hearing. The Board shall schedule this hearing for a date not less than seven (7) nor more than twenty-one (21) days from the date of receipt of the request.