

RIVER'S EDGE CONDOMINIUM
General Application for Alteration to Unit*
*For Alterations other than Windows,
Balcony Flooring and Hard Surface Flooring

Name: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email address: _____

Please describe the proposed changes being as specific as possible:

Name of contractor/supplier: _____

Please attach the following:

- A copy of plans/drawings - be sure to include measurements as appropriate
- A copy of the contractor's written proposal for the work
- A copy of the contractor's certificate of insurance
- A copy of City of Chicago permit, if applicable

If approved, homeowner accepts full responsibility for the altered area and agree to maintain it in a safe and presentable condition.

Homeowner acknowledges receipt of Unit Alteration Guidelines, a copy of which must be provided to the Contractor. It is the homeowner's responsibility to ensure compliance.

Signature of homeowner(s) _____ Date: _____

Office use only

Date application received: _____

Date submitted to Board: _____

Date reviewed by Board: _____

- Approval subject to:
- Rejected due to:

Homeowner notified: _____ By: _____

Final Inspection by: _____ Date: _____

**RIVER'S EDGE CONDOMINIUM ASSOCIATION
UNIT ALTERATION GUIDELINES**

The following remodeling guidelines have been developed for the safety and comfort of all Unit Owners. It is important that individual Unit Owners have the latitude to renovate their apartments to their tastes. However, it is of equal importance that our Owners are not inconvenienced by excessive noise, dirt to common areas for an unreasonable amount of time. It is also critical that surrounding units don't suffer damage because of alterations done by an individual Unit Owner.

1) Insurance:

Prior to the commencement of any work, the Unit Owner has the responsibility of providing River's Edge Condominium Association a **Certificate of Insurance from each contractor involved in the project naming:**

a) **Certificate Holder:**

River's Edge Condominium Association #1
c/o NS Management
4811 Main Street, Suite 101
Skokie, IL 60077

b) **Additional Insured:**

River's Edge Condominium Association #1 its agents and assigns
NS Management LLC

c) **Minimum coverages:**

1. Worker's Compensation and Employee's Liability - \$500,000.
2. Contractor's General Liability - \$1,000,000 each occurrence, \$2,000,000 in the aggregate – to cover any costs for labor, material, or both resulting from damage to the common elements, and/or individual units, and personal injury to others.
3. In addition to the above, the contractor shall carry an excess Umbrella Liability policy in the amount of \$2,000,000.

2) These certificates shall be deposited with the Managing Agent prior to the beginning of construction. The insurance company issuing said Certificates must have a rating of at least an A (for excellent) as determined by A.M. Best and Company. River's Edge Condominium Association and Consulting Architect must approve drawings which include alterations to structural walls, the wall and window frames, electrical, plumbing or HVAC systems or anything affecting the common elements. The Owner will pay the consulting fee for services and any other fees when required.

3) All applicable building permits must be applied for and issued prior to construction and all required inspections must be completed in compliance with the City of Chicago Building Code. See In Unit Construction & Remodeling General Guidelines.

4) Where plumbing fixtures are removed or plumbing piping is interrupted all unused piping openings shall be capped air and watertight. Any unused shut-off valves shall be removed and the pipe capped watertight with an appropriate capping device. Any new plumbing piping in partitions shall be leak tested before closing the partitions.

PLEASE NOTE THAT THE FEDERAL GOVERNMENT MANDATED THAT ALL NEW TOILETS INSTALLED AFTER JANUARY 1, 1995 USE NO MORE THAN 1.6 GALLONS OF WATER PER FLUSH. BECAUSE OF THE NOISE CREATED BY POWER ASSISTED TOILETS, ONLY GRAVITY-FED TOILETS MAY BE USED. POWER ASSISTED TOILETS ARE NOT ALLOWED.

- 5) The contractor shall remove all debris from the site daily and shall instruct his workmen to exercise the utmost care to avoid damage or soiling of building surfaces adjacent to the work being performed. In the event of such damage or soiling, the surface shall be cleaned to the Managing Agent's approval without additional expense to River's Edge Condominium Association.
- a) A dumpster for the removal of debris may be placed at a specific location to be determined by River's Edge Condominium Association; coordinate with the Managing Agent before ordering a dumpster. The dumpster shall be placed to cause no interference with either access to the garage or the exterior parking level. The cost of the dumpster shall be paid by the Contractor. Filled dumpsters must be promptly removed. The contractor is liable for any damage to any surface caused by the dumpster.
 - b) **The garbage chutes may not be used for disposal of construction debris.**
- 6) Construction Rules for Contractors:
 These rules shall be included on the construction plan for each trade involved in the work.
- a) Under no circumstance may work commence before 8:00 a.m. and continue after 6:00 p.m. unless specifically authorized by the Managing Agent. No work shall be performed on Sunday or Holidays.
 - b) Workmen shall enter and leave the job site through the garage door and utilize one passenger elevator that shall be fully protected. Workmen may not under any circumstances use the second passenger elevator.
 - c) Material delivery and debris removal: Delivery of all materials to and removal of all debris from job site shall be via the protected passenger elevator and the garage door and shall be coordinated with the Managing Agent. The Contractor may be required to install additional protection to the designated passenger elevator, as the Managing Agent may deem necessary.
 - d) Care shall be always taken to protect the property of River's Edge Condominium Association and the individual Unit Owners from damage and soiling. The Owner of the unit being remodeled is responsible for the cost of repair and/or replacement of any property belonging to River's Edge Condominium Association or neighboring units which is damaged because of renovation.
 - e) All floors in the work area or in areas where materials are to be transported (from the ground floor to the work area) shall be covered with a protective covering. These protective coverings shall be maintained in place throughout the course of the project. A walk-through of all effected common areas will take place at the beginning and end of the project.
 - f) The job site shall be cleaned of construction debris at the end of each workday and vacuumed to minimize dust transmission to neighboring units.
 - g) Construction vehicles will be allowed on the property only for the time required for loading or unloading.
 - h) At least one member of the on-site construction crew must understand and speak English.
 - i) All work involving building electrical feed must be approved and may be inspected at any time by an electrician of the Association's choosing.
 - j) Demolition with jackhammers or other air driven devices is prohibited.
- 7) **ANY CONTRACTOR IN VIOLATION OF THE ABOVE RULES WILL BE DENIED ACCESS TO THE BUILDING.**

Acknowledgement:

Signature(s) of Owners:

Date: _____

Signature of Contractor:

Date: _____