



## **UNIT REPAIRS AND RENOVATIONS**

### **Generally**

Owning a condominium unit is like owning a house. You, the owner is responsible for its renovations and repairs. This document is to help you understand the rules about repairs and renovations at The Woodland and the unique requirements for both.

All work done in a unit must be done in compliance with the condominium Declarations. It is recommended that owners and contractors review Section 6.8 of the Declarations. This section includes the Association's rules:

- Permitting,
- Licensing,
- Inspections,
- Certificates of occupancy, and
- Insurance requirements.

### **The Difference between Repairs vs. Renovations**

Repairs include things such as but not limited to,

Replace a toilet,  
Replace a faucet  
Repair leaking tub/shower drain  
Replace a light fixture  
Glue back loose floor tile  
Glue back loose shower wall tile

Replace garbage disposal  
Repair a curtain rod  
Re-attach cabinet door  
Re-attach closet bi-fold door  
Tighten doorknob  
Repair/replace shower curtain rod

Renovations include things like,

Paint unit  
Refinish wood floors  
Replace bathtub and wall tile  
Remodel kitchen

Install carpeting  
Remove a closet  
Replace hard wood floors  
Remodel bathroom

Neither of these lists are exhaustive. If you have a repair or renovation question and/or need clarification of its category, please contact the Management Office.

## **Who Can Perform Repairs**

You are responsible for repairs in your unit. If you need to hire someone:

1. You can hire an independent contractor.
  2. You can contact the Management Company (See below).
- NOTE: The Management Company's first priority is the common areas of the building. Repairs to individual units are performed as they can be scheduled.
  - NOTE: Repairs are charged back to the owners at rates set by the Board and the Management Company. Charges will appear on your Association invoice.

## **Who Can Perform Renovations**

You are responsible for renovations in your unit. If you hire people to help you with a renovation: you must hire an independent contractor.

## **Independent Contractors**

When Management Company employees who run their own independent businesses on the side are working for themselves as independent contractors:

- They will NOT be in Management Company uniforms,
- They will NOT be working for the Management Company,
- Unit owners will pay them directly, and
- Unit owners will NOT be billed as part of their monthly invoice from the Association, they will be billed directly by the contractor.

IT IS IMPORTANT TO NOTE:

- Unit owners are always responsible for costs and liabilities when they hire independent contractors.
- It is the unit owners who are required to obtain proof of insurance (and license, if applicable) from any contractor.
- The Management Company insures their employees ONLY when their employees are working for the company, not when their employees are working for themselves.

## **GUIDELINES FOR RENOVATIONS**

1. **RENOVATION APPROVAL:** To obtain approval, provide the building Management Office with a layout and/or description of the renovation work, a certificate of insurance from the contractor, and a copy of the contractor's license if applicable.
2. **BUILDING PERMITS:** The contractor must provide property Management Office with a copy of the building permit, before and after it is signed by the Hartford building department.
3. **LICENSES:** Electrical and plumbing work must be performed by licensed electrician or plumber. Any work requiring a permit must be performed by an appropriately licensed contractor. A copy of license and certificate of insurance must be provided to Management Office prior to start of work.
4. **IMPACT ON COMMON AREAS.** Because The Woodland's units are part of a larger structure, some work in the units must be coordinated with the Management Office, so that building-wide systems are not damaged. Consult with the Management Office to ensure your project does not impact the common areas.
5. No renovation that would affect the exterior look of the building or any common area is permitted, such as, but not limited to, balconies, windows, etc.
6. Any work within walls adjoining other units or common areas must use building standard materials. No wood framing is permitted, only metal.
7. **GAS AND WATER SHUTOFF:** If there is no shut-off valve in the unit, the Management Office needs three to four days advance notice in the event that gas or water needs to be turned off so we can notify residents. **Note:** During any kitchen or bathroom renovations to your unit, if you should require the building water to be shut off there will be a labor charge for doing so. Please check with the management company to obtain the current charge.
8. **GAS PIPING:** All gas appliances must be hard piped from the unit's main valve through cabinets with a quarter turn gas valve for each appliance. NO flex piping is allowed. All gas connections must be stainless steel, no brass connections are allowed. All gas connections must be tested for any leaks.
9. **EXHAUST VENTS:** Kitchen and bath exhaust vents cannot be blocked.
10. **PLUMBING:** No plumbing access panels can be blocked. Full access is required for plumbing emergencies.
11. No PEX (cross-linked polyethylene) tubing is allowed.

12. **NO OPEN FLAMES OR SOLDERING:** The use of a pro press for plumbing connections is recommended.
13. **ELECTRICAL OUTLETS:** All electrical outlets and switches must be 20 amp rated, not 15 amp.
14. **ASBESTOS:** Some units have floor tiles containing asbestos. These would typically be those with the original kitchen and closet floors. Hazardous materials in any renovation or repair work must be removed by an appropriately licensed contractor and properly disposed of according to federal, State, and local laws, regulations, and ordinances, as well as according to all applicable building codes. (See Management Office for further details.)
15. **ELEVATOR ACCESS:** The freight elevator is the only elevator to be used to bring materials to and from the unit. Given advanced notice, the elevator will be padded and lock-off for the contractors use. The freight elevator is the third elevator *closest* to the Management Office.
16. **BUILDING ACCESS:** The Management Office and Security need permission from the unit owner or resident to let the contractor in the unit if the unit owner or resident is not going to be home. Under no circumstances will an owner or resident give the contractor a key fob to re-enter the building.
17. Contractors must enter through the side entrance on the Mezzanine Level of the building. Contractors can unload their materials at the side entrance but they must park their vehicles in the rear parking lot after signing in with security at the front desk.
18. **SCHEDULING WORK:** A schedule of when the contractor is going to be working in the unit must be provided to the Management Office in advance.
19. **WORK HOURS:** Work can only be performed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Saturday.
20. **MATERIAL DISPOSAL:** Any materials from the unit must be removed offsite. Nothing can be put in the dumpsters or left on the side of the dumpsters.
21. **NOISE:** This is a residential complex and as such all contractors must observe the requirement of keeping things quiet in the building. There may be no loud music, voices or offensive language in the unit or common areas, both inside and outside the property.