

Three Seasons Condominium Renovation and Construction Policy

The purpose of this policy is to protect the investment and safety of all owners of units in Three Seasons Condominiums and to ensure that the integrity of the building is maintained and continues to meet applicable building and safety codes. **Prior to beginning any renovation or construction project, owners must complete an Application for Home Improvement and receive permission from the property Management Company.**

1. The Application for Home Improvement is available on the Three Seasons website: www.3SeasonsCB.com. In the application Owners must specify in detail the extent of the project with a beginning date as well as an ending date of the project. **Any modifications to plumbing, wiring or heating systems must be specifically approved by the Management Company.**
2. Construction can only begin *after* the owner receives written permission from the Management Company. Completed Applications for Home Improvement should be emailed to the Property Manager or mailed to Property Manager, P.O. Box 5037, Mt. Crested Butte, 81225.
3. The Management Company will respond to any properly executed Application for Home Improvement within 10 working days and will communicate with the applicant any required modifications to the plan. If the owner or agent does not agree with the requirements set forth by the Management Company, the homeowner may appeal to the Board of Directors of the HOA.
4. It is expected that all renovation/construction projects be completed within a six-month time period. Owners and/or their agent agree to notify the Management Company of any delays that will cause the project to exceed six months and must provide a new expected completion date.
5. Owners are required to have all necessary building permits and any complete all required inspections in a timely and legal manner. Copies of the Building permits and inspection reports must be filed with the Property Manager.
6. For purposes of this policy, simple replacement of faucets, ceiling lights, bathroom fixtures, kitchen appliances and hot water heaters are not covered by this policy and do not require the Owner to submit an Application for Home Improvement unless such replacement requires modification or renovation of wall structures, fixed plumbing and/or electrical systems.
7. Minor maintenance such as painting, interior door replacements, window shade and carpet/ floor covering replacement are also excluded from this policy unless such replacement requires renovation of walls, sheetrock or subfloor structures.
8. All construction contractors and subcontractors are required to have liability insurance and a Declaration of Independent Contractor Status Form. Proof of current liability insurance and the Worker's Comp Form must be filed with the Management Company prior to the beginning of any work.

9. Absolutely no homeowner or tenant is to perform any maintenance and/or construction on any common areas, nor use any part of the common area for personal construction work or use any common area electrical power for their construction work.
10. The owner is required to supply a construction dumpster at the owner's expense. Such dumpster must be always covered. Any trash that overflows from the dumpster is the responsibility of the owner. If any trash outside the dumpster is not disposed of properly the HOA management company will remove the trash at the owner's expense. All dumpsters are to have the homeowner's condo number and direct contact phone number located on or near the dumpster. If the owner does not furnish their own dumpster, then all construction debris has to be removed immediately from property by the owner, and/or their agent, at the owner's expense.
11. Absolutely no construction debris is to be placed in the HOA common dumpster. Waste Management will charge a hefty fine for any construction material found in the common dumpster. *Please help keep your HOA dues down by not disposing of any construction material in the common dumpster.*
12. No construction materials, tools, or debris are to be stored or placed in common areas (i.e. hallways, parking lots, etc.)
13. At the request of the HOA Board of Directors and/or their agent, the owner will grant access to the construction project within 24 hours of the Boards and/or agents request.
14. Renovations, which emit noises or odors, shall be restricted to performing the work between 8:00 AM and 7:00 PM Monday – Friday, and or as allowed by town ordinance. Reasonable work ethics shall be followed at all times during the renovation.