

# PACIFIC TOWER CONDOMINIUM ASSOCIATION

## Unit Modification Application

**Use this form to apply for Board of Directors approval for all types of Unit modifications including carpet replacement, bathroom or kitchen upgrades, etc. If installing hard surface flooring, complete and submit the Supplemental Hard Surface Flooring Application in addition to this Unit Modification Application.**

Unit Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Phone Number: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Submit the completed Application to the BOD accompanied by the items listed below:

1. A brief description of the proposed work including projected start and completion dates.
2. A set of scaled plans detailing the proposed work
3. A complete list of the materials to be used for the proposed work.
4. If installing hard surface flooring also submit the completed Supplemental Hard Surface Flooring Application and its supporting documents.
5. A copy of the contractor's license, bonding and insurance certificates.
6. A written plan of debris removal and disposal.

### OWNER AND CONTRACTOR ATTESTATION

I understand the above requirements, the pertinent governing documents and the terms specified for Unit modifications within Pacific Tower Condominium and take full responsibility for compliance with same.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BOD Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Unit Owner Responsibilities Related to Unit Modification:

- Contact a BOD member at least 5 days in advance of the scheduled start date so that we can coordinate and provide guidance on use of the freight elevator, pad the freight elevator and advise if other contractors or residents might be previously scheduled to use the freight elevator
- Park the contractor's vehicle in the yellow loading zone (P1-E) in the back of the building. Transport all equipment and building materials into the building through the P1-East garage door (safety and security reasons). If more than one contractor is on site, ask any BOD member about an alternate parking area
- For safety reasons, never drive a vehicle into the P1 or P2 parking garage to load or unload equipment, building materials or debris
- Do not leave the P1-E garage door in the open position unless it is attended by a member of your group. Someone must be present at all times when the door is open. A BOD member will instruct regarding security of the P1 elevator lobby door.
- Do not use any pedestrian doors when moving equipment or materials
- Use ONLY the padded freight elevator to transport all tools, equipment, supplies and debris. If another Unit is also using the freight elevator for their construction or moving work, the owners must coordinate the shared use. Other elevators are for use by residents ONLY.
- Use contractor supplied or rented home improvement dollies or carts. Do NOT use the PTCA red grocery carts to haul tools, carpet, building materials and debris.
- Equipment and materials must be kept within the unit or detached garage space (G1 – G22). No storage of equipment, materials or debris is allowed in any common areas.
- All work must be performed inside the unit. No portion of the Common Elements including stairwells, hallways, refuse room, P1 and P2 garages or parking lot may be used for any construction or preparation purpose including storage or repositioning of materials and supplies.
- Care must be taken to ensure no damage is done to common area walls, flooring or the freight elevator. The Unit owner will be held financially responsible for any damage.
- Do not drag anything on the carpet. Use wheeled home improvement dollies or carts at all times.
- Communicate with the BOD member to ensure the freight elevator is released for residents to use when not needed by the contractor during the work day
- At least 48 hours prior to beginning work, the Unit owner must post the Noise Notice on the bulletin board near the mailboxes advising the neighbors to expect construction noise on the dates and hours of your scheduled work
- Work is restricted to the hours of 8 am - 6 pm
- At the end of each work day the owner/contractor must clean up any construction debris from any common area including hallway carpet, freight elevator, lobby rugs, P1 garage and Loading Zone no later than 6 pm (no exceptions)
- Unit owner must ensure that all noise generating work ceases for the day and that the freight elevator is released no later than 6 pm daily following the cleanup and removal of debris

Unit owners must supervise and ensure their contractors comply with PTCA requirements. Unit owners are financially responsible for damages to common areas caused by their contractors and any other paid or unpaid personnel working for the Unit owner. Fines for contractor non-compliance and any applicable damages will be assessed to the responsible Unit owner's account.