

APPENDIX V

OWNER REMODEL

POLICIES AND PROCEDURES

Date _____

Dear Renaissance Owner,

This Remodel Packet is intended to make your unit improvements and repairs proceed as smoothly as possible. We are a community with many separate owners, but with the common interest of making Renaissance one of the finest residential complexes in San Diego. All modifications and/or repairs that affect the Common Area, other unit(s), the structural integrity, electrical, plumbing or mechanical systems of the buildings, must be approved by both the Architectural Committee and the Board of Directors before any work may begin. The Board of Directors and the Architectural Committee rely on the CC&Rs and Rules and Regulations in order to facilitate that endeavor. The requirements contained in this Remodel Packet combine the applicable portions of those documents with the practical and procedural steps needed to assure that your remodel or repair is completed in a manner most pleasing to you and least disruptive to your neighbors. Ultimately, following the procedures below will make it easier for you to plan, schedule and execute the work to your unit.

Below are the steps that must be followed and all events that must occur prior to your receiving approval from the Architectural Committee in order for any homeowner remodel, regardless of size or complexity, to begin at the Renaissance. The enumerated items must be submitted to the General Manager no later than two weeks prior to the meeting at which the request will be reviewed by the Architectural Committee.

IF ARCHITECTURAL APPROVAL IS REQUIRED, ABSOLUTELY NO WORK MAY BEGIN BEFORE COMPLIANCE WITH ALL OF THE FOLLOWING:

A. SUBMITTALS

The following items must be submitted to the General Manager for distribution to all members of the Architectural Committee and the Chief Engineer at least two (2) weeks prior to the Architectural Committee meeting at which the Request for Remodel is to be considered:

1. Scope of Work, Plans and Drawings.
2. Required Government Permits.
3. Contractor's License.
4. Contractor's Certificate of Insurance naming Renaissance Owners Association as additional insured.

5. Owner's Certificate of Insurance naming Renaissance Owners Association as additional insured.
6. Contractor Rules and Regulations signed by both Contractor and Owner.
7. Signed Owner Letter.
8. Signed Remodel Agreement.

1. SCOPE OF WORK, PLANS AND DRAWINGS. The Owner must provide a scope of work, including a full written narrative and detailed set of drawings showing the area as it is presently and as it will be after completion. The final drawings must show all the work to be done including walls, plumbing, electrical, flooring, etc. and should include what will be demolished, moved, added or modified in any way. **It is highly recommended that the services of an experienced professional architect knowledgeable in high-rise building requirements be obtained for these drawings. Likewise, you are urged to obtain the services of a licensed, qualified general contractor to perform the proposed modifications.**

Once final approval of your plans is obtained from the Board of Directors, any changes must also be approved by the Board. The Chief Engineer will inspect the work periodically while it is in progress. A final inspection will take place when the work is completed.

2. REQUIRED GOVERNMENT PERMITS. The Owner must provide the General Manager any and all government permits needed for construction prior to commencement of any work. If any electrical or plumbing components are to be changed, installed or eliminated, City of San Diego building permits may be required a separate permit for the demolition portion of the work may also be required. It is the sole responsibility of the Owner and the contractor to determine which, if any, permits may be required for the performance of the work and to pay for those permits.

3. CONTRACTOR'S LICENSE. The Owner must provide the General Manager with the contractor's current license.

4. CONTRACTOR'S CERTIFICATE OF INSURANCE. The Owner must provide a certificate evidencing the contractor's current liability insurance coverage of at least \$1,000,000 and proof of worker's compensation insurance at the time plans are submitted to the General Manager. Should the contractor be terminated at any time, work must cease and a new contractor's license and proof of liability and worker's compensation insurance must be submitted to the Architectural Committee before the new contractor begins work on the project. These policies must name **Renaissance Owners Association** as an additional insured.

5. OWNER CERTIFICATE OF LIABILITY INSURANCE. The Owner must provide a certificate evidencing current liability insurance coverage of at least \$1,000,000 covering the work to be performed and naming **Renaissance Owners Association** as additional insured. This requirement is for the protection of the Owner as well as for neighbors and the Association.

6. SIGNED CONTRACTOR RULES AND REGULATIONS. The Owner must provide the General Manager the Contractors' Rules & Regulations signed by both the Owner and the contractor. Contractors who have previously been asked to leave the premises due to violations of the Contractors' Rules and Regulations will not be approved for any project.

7. SIGNED OWNER LETTER. The Owner must provide the General Manager this Owner Letter signed by all owners of record of the unit.

8. SIGNED REMODEL AGREEMENT. The Owner must provide the General Manager the Remodel Agreement signed by all Owners of record of the unit.

B. PLAN REVIEW

All plans submitted may be subject to review by a building consultant retained by the Renaissance Owners Association and all costs will be charged to the Homeowner. Depending on the complexity of the plans, two to four weeks should be allowed for review and action by the Architectural Committee.

C. ATTENDANCE AT MEETING

It is highly recommended that the Owner and the contractor attend the Architectural Committee meeting at which the plans are to be considered to answer any questions that may arise. If all is in order, the request will receive conceptual approval by the Architectural Committee.

Conceptual approval by the Architectural Committee is not permission to begin construction; it means only that the Architectural Committee has approved the concept of the project and will forward it to the Board of Directors with its recommendations. Work may not begin until the Board of Directors issues final approval.

D. FINAL BOARD APPROVAL

After Architectural Committee approval, the Request for Remodel will be placed on the agenda of the next scheduled Board of Directors meeting. Recommendations will be discussed and the Board will approve, disapprove or table the Request for Remodel. Again, it is highly recommended that the Owner and the contractor be present at the Board meeting to answer any questions.

E. MONITORING BY CHIEF ENGINEER

All work will be monitored by the Chief Engineer to insure compliance with approved plans, and with all rules, regulations, policies and procedures. If there is noncompliance with the approved plans, an immediate stop work order may be issued. Remediation or removal or both may be required and fines may be imposed. A final inspection will be done prior to final approval of the project. No deposits may be returned until the project has received its final inspection and approval.

F. COMPLETION DEADLINE

All projects must be completed no later than six (6) months after receiving approval from the Board of Directors. Extensive projects that will require more than six (6) months to complete may be granted an extension of time by the Board on a case-by-case basis. An application for such an extension must be submitted prior to the expiration of the original six (6) month period.

G. FEES AND DEPOSITS

The contractor will be required to deposit between \$500 and \$5000 as security for damage during construction, in the sole discretion of the Board. All, or a portion, of this deposit will be refunded upon completion of the work. A non-refundable fee of \$50 per week for each week during the course of construction will be charged to the Owner for wear and tear on the building.

Should you have any questions concerning the items outlined in this letter, please feel free to contact me in my office Monday through Friday between 8:00 A.M. and 4:00 P.M. either in person or by calling (619) 595-7072.

Sincerely,

Leonard O'Reilly
General Manager

I have reviewed and understand the contents of this letter and agree that I, my agents, contractors and other representatives shall comply with the requirements of each and every paragraph contained herein.

Homeowner's Signature

Date

Homeowner's Signature

Date

RENAISSANCE OWNERS ASSOCIATION
REMODEL RELEASE AND INDEMNITY AGREEMENT

This Remodel Agreement ("AGREEMENT") is entered into by and between the RENAISSANCE OWNERS ASSOCIATION ("ASSOCIATION"), and the owner(s) of Unit _____, _____ ("OWNER").

RECITALS

- A. OWNER has submitted a Request for Remodel to ASSOCIATION with accompanying plans and related documents for the remodeling of OWNER'S residence.
- B. OWNER and ASSOCIATION acknowledge and agree that it is in the best interests of OWNER, ASSOCIATION, and the other members of the Association that all construction be completed in a timely manner with as little interference and impact upon the remaining areas of the community as possible.
- C. OWNER and ASSOCIATION desire to protect the Renaissance Owners Association and its members from, among other things, aesthetic or physical damage or personal injury resulting from construction or construction-related activities.
- D. Therefore, in consideration of ASSOCIATION'S approval of OWNER'S Request For Remodel, OWNER has agreed to enter into this AGREEMENT.

AGREEMENT

- 1. Although ASSOCIATION has reviewed and approved OWNER'S plans, OWNER acknowledges and agrees that it is the sole responsibility of OWNER to ensure that the remodel is completed in accordance with all generally accepted engineering and construction industry standards and practices, and in accordance with all state and local building codes, ordinances, regulations and laws.
- 2. OWNER releases ASSOCIATION, its Board of Directors, officers, members (owners), agents and employees from any duty, obligation, or responsibility for completing the remodel in accordance with all generally accepted engineering and

construction industry standards and practices, and in accordance with all state and local building codes, ordinances, regulations and laws.

3. To the extent not covered by insurance, OWNER agrees to indemnify, defend and hold harmless ASSOCIATION, and its Board of Directors, officers, members (owners), agents and employees from and against any and all actual or alleged personal injury, property damage, causes of action or claims which may exist or be brought or instituted against any or all of the aforementioned parties because of, or in any manner arising from or related to, OWNER'S remodeling work. OWNER agrees to pay any fees, costs, or expenses of defending, compromising, negotiating or settling any matters pertaining to any such action filed against any or all of the aforementioned parties, including attorneys' fees, and to pay any judgment, settlement or award against any or all of the aforementioned parties which may result from such actions.

4. In the event it shall become necessary for ASSOCIATION or OWNER to institute legal proceedings pertaining to or arising out of the terms of this AGREEMENT, the prevailing party shall be entitled to recover reasonable attorneys' fees whether or not the matter proceeds to judgment.

RENAISSANCE OWNERS ASSOCIATION

By _____

Title _____

Date _____

OWNER(S): _____

By _____

By _____

Unit Number _____

Date _____

RENAISSANCE OWNERS ASSOCIATION
CONTRACTOR RULES AND REGULATIONS
and
PROCEDURES FOR REPAIRS, RENOVATION
AND REMODELING OF CONDOMINIUMS

1. Before Beginning the Job

All work to be done in the building which requires approval of the Architectural Committee must also ultimately receive the approval of the Board of Directors. The contractor, in conjunction with the Owner, must provide the General Manager with a Request for Remodel at least two (2) weeks prior to the Architectural Committee meeting at which the Request for Remodel will be considered. Depending on the complexity of the work to be done, up to four (4) weeks may be required for review by the Architectural Committee. One (1) copy of the following items must be submitted with the Request for Remodel:

- a. Scope of Work, Plans and Drawings with sufficient detail to contain an adequate description of the work to be performed to enable the Architectural Committee and the Board of Directors to make an informed decision on the Request
- b. Required Government Permits (i.e. demo, electrical, plumbing etc.).
- c. Contractor's Current License.
- d. Certificate of Insurance evidencing contractor liability coverage of at least \$1,000,000 and contractor's worker's compensation insurance.
- e. Contractor Rules and Regulations signed by both the contractor and the Owner.
- f. Renaissance Owners Association Contractor Agreement signed by the contractor.

It is recommended that both the contractor and the Owner be present at the Architectural Committee meeting to answer any questions that may arise. Once the Architectural Committee has completed its review, the Committee will make recommendations to the Board of Directors. At its next meeting, the Board will consider the Committee's recommendations and decide to approve, deny or table the Request. Once the plans have been approved, no deviations will be allowed without further approval of both the Architectural Committee and Board of Directors. All remodeling and repair projects will be inspected weekly

by the Chief Engineer for compliance with approved plans. All projects must be completed no later than six (6) months from the date of approval by the Board. Extensions may be granted on a case-by-case basis. Should you have any questions, please call the General Manager at (619) 595-7072.

2. Working Hours

Working hours at Renaissance are from 8:00 A.M. to 5:00 P.M. Monday through Friday, excluding holidays. No construction deliveries are permitted on Saturdays, Sundays or holidays. Contractors and their subcontractors and personnel must sign in at the lobby desk at the appropriate tower daily upon arrival, go directly, and confine their activity, to the unit in which they are working.

All contractors and their personnel must cease work and gather their tools and materials in time to leave the building no later than 5:00 P.M. Contractors must sign out at the lobby desk when leaving the building each day. The desk attendant will ensure that all workers have departed the building by 5:00 P.M. Fines may be levied on the Owners for violation of working hours.

If it is absolutely necessary (i.e. an emergency repair) that a workman arrive earlier or stay later than the normal work hours, the Owner must get approval of the General Manager. Such approvals will be given on a case-by-case basis.

3. Entrance and Exit

Access for contractors, vendors, movers and trades people into and out of the Renaissance shall be through the main garage located on the Front Street side of the complex. Contractors must use the Front Street plaza elevator to gain access to units where work is being performed. Parking is provided for loading and unloading only. All day parking on the premises is not permitted except in the Owner's deeded parking spaces with the Owner's permission.

No stairwell or fire doors are to be propped or otherwise left open at any time for any reason. Leaving fire doors open is a violation of the Fire Code and subjects the Association to a substantial fine which will be assessed against the Owner.

4. Keys

If an Owner is absent when work is being performed in the unit, the Owner may give written authorization to the General Manager or the North Tower desk attendant to allow access to the contractor. No access will be given to a contractor without written authorization from the Owner.

5. Conduct of Contractor Personnel and Workers

Contractors, their agents, subcontractors and employees are business invitees of their client, the Renaissance Owner, and must conduct themselves with decorum at all times and avoid loud talking, shouting, profane or indecent language or gestures, in compliance with Renaissance Rules and Regulations. Failure to abide by these Rules and Regulations subjects the Renaissance Owner to discipline and fines.

No smoking is permitted in any indoor common area. Contractors, their agents, subcontractors and employees may not smoke in the outdoor common areas and must leave the premises if they desire to smoke. Contractors, their agents, subcontractors and employees may not use the gated pool area for any reason.

No one wearing a tank top or string T-shirt will be allowed to enter the building.

6. Elevator

The General Manager must be notified when the Owner or contractor has a material or other delivery that requires use of the elevator. Renaissance does not have a separate freight elevator. Therefore, during remodel projects, one of the regular residential elevators will be padded for use by contractors.

All equipment, appliances and materials as well as contractors, workers and vendors must use the designated padded elevator. These elevators are in constant use by others and must not be held at any floor other than for immediate loading and unloading.

7. Demolition

The Chief Engineer must be consulted prior to any demolition. Ensure that extreme caution is taken during demolition to maintain the integrity of CATV, telephone, electrical, plumbing and/or mechanical wiring or conduit.

8. Construction and Renovation

It will be the responsibility of the contractor to obtain plastic (self stick plastic is not permitted), rubber matting or other approved covering to be placed in the corridor between the elevator and the unit being remodeled.

The protective covering must be removed every day by 5:00 P.M. All tools, equipment, appliances and furniture must be moved over this matting to avoid damage to the flooring. Any debris or residue from these materials left in the corridor or elsewhere in the building is the responsibility of, and must be removed by, the contractor. Contractors, vendors, and/or trades people found violating any of these procedures may be asked to leave the premises.

All materials and work must be kept within the boundaries of the unit at all times. No construction or preparations for construction are allowed in the common areas, or other areas of the building. No items may be stored in the garage at any time. The kiosk and desk attendants are not authorized to sign for or accept shipments or materials for Owners or contractors. During the Remodel Process there is to be NO HOT MOPPING of any kind on the premises.

All workers must provide their own carts, ladders, tools and equipment. Association materials, tools and equipment may not be used in the remodel or repair of any unit.

Throughout the construction process, the Chief Engineer will monitor and inspect the work being performed for compliance with all applicable rules and guidelines. Any deviation from, or non-compliance with, the approved plans and specifications for the project may result in the immediate issuance of a stop work order until all violations have been corrected, inspected and approved. Fines may also be imposed on the Owner.

It will be the responsibility of the contractor to provide a minimum of twenty (24) hours notice to all units on the same floor as, and three (3) floors above and three (3) floors below, the unit on which work is being performed, whenever the work being performed will create more than a minimum of noise. The notice must inform the neighbors of the date, start time and duration of the noisy activity.

The contractor must deposit between \$500 and \$5,000 as security for construction damage, depending on the extent of the work. All, or a portion, of this deposit may be refunded upon completion of the work in addition, the Owner will be charged a non-refundable fee of \$50 per week for each week during the course of construction for wear and tear on the building.

9. Disposal

Contractors must remove all their work debris from the building. Under no circumstances are contractors permitted to use the trash chutes or the building's dumpsters for any construction debris. If a dumpster is needed, the contractor must provide his own dumpster outside the building. Cleaning of tools must be done off the premises. Construction materials/debris should NEVER be washed into the draining system.

10. The Building Structure

The Renaissance is a post tension concrete building structure consisting of supporting columns and beams with 8" to 12" inch concrete floors and ceilings between levels and elevator foyers. The structural elements cannot be altered, moved or modified. They are a part of the common area and do not belong to the individual unit owner.

No grooves, channeling, notches, holes or other cuts of structural elements are allowed in order to accommodate wiring, cable, etc. especially in the post tension concrete floors and ceilings. If any work is requested to be approved which requires puncturing the floor or ceiling, the area MUST be x-rayed by a qualified contractor, in the presence of the Chief Engineer.

The structure of the building as well as the plumbing are excellent sound transmitters of construction noises much to the annoyance of other residents; therefore any modifications involving plumbing, tile removal or pounding should be done as expeditiously as possible and must be coordinated with the General Manager.

Wood may not be used in the structural remodel of any unit. The use of wood is a violation of the Uniform Building Code as well as San Diego Municipal Ordinances.

11. Wall Penetration

Some walls within units are common chases serving multiple units, i.e. they contain CATV leads as well as other electrical, plumbing, telephone, television and mechanical lines. Any modification may compromise the system and create a maintenance problem that affects others. Any removal, cutting or relocating of these lines will affect units above, below and/or next door. Therefore, any modification of these lines must first be discussed and approved by the Chief Engineer and the General Manager. If there is doubt as to the location of wiring or piping in the walls, the Chief Engineer must be consulted.

Walls sometimes do not afford sufficient protection against sound transmission, therefore, the Board of Directors requires that high quality soundproofing materials be installed whenever perimeter walls are penetrated during the course of construction or repairs.

12. Ceiling Access Panels

It is important when renovating ceilings that close attention be paid to access panels for plumbing and/or ducts so that they may be easily removed for emergencies. Also, please note Paragraph 10, above, regarding post tension concrete ceilings and floors.

13. Floor Coverings

Because the floor of each unit is the ceiling of the unit below, footsteps and other sounds on hard surface floors can become annoying to neighbors. Hard surface floors are permitted only with the proper installation of approved sound proofing material as a base. A specification sheet showing an "IIC rating of 55 or more, no suspended ceiling, 8" slab", must be submitted to the General Manager with the Scope of Work. The Architectural Committee and the Board of Directors must give approval prior to installation of any hard surface.

14. Spa Tubs

If spa bathtubs are installed, the pump motor must be soundproofed to shield other units from noise. Proper underlayment must be placed under the tub on the slab.

15. Fire Alarm Components

The fire alarm bell / speaker and smoke detectors must not be removed by a contractor for any reason. Removal results in notification to the Fire Department as if an actual -fire were in progress. Tampering with or modifying fire alarm components is prohibited by law. Neither the bells nor the smoke alarms may be painted or papered.

16. Plumbing

Both the hot and cold domestic water systems have shut-off valves in the main risers to the 22nd floor of each tower. The Chief Engineer must be informed when a plumber is to perform any work including heating or air conditioning. This is important because such repairs often require a water shut off and/or draining of the system.

Plumbing repairs or modifications in the unit that require a water shut-off and/or draining of the system that is not of an emergency nature, must be arranged with the General Manager at least seventy-two (72) hours prior to the shut-off in order to coordinate with the Chief Engineer and to notify other residents who may be affected. Fees are charged to the Owner for shut-offs and the shut-offs must be discussed with the Owner prior to the work being performed. **NON-EMERGENCY WATER SHUT-OFFS WILL BE SCHEDULED ONLY ON TUESDAYS.** If approved plans call for any modifications to the plumbing, ball valves must be installed to facilitate future shut-offs. Any modifications must be done by a qualified, licensed plumber.

17. Enforcement of Repair/Remodel/Renovation Rules

The Declaration of Covenants, Conditions and Restrictions (CC&Rs) provides that the Board of Directors of Renaissance Owners Association shall have the power to enforce the provisions of the Declaration of Covenants, Conditions and Restrictions, By-Laws and the Rules and Regulations, including these Contractor Rules and Regulations. For details on enforcement, see Article XVI of the Declaration of Covenants, Conditions and Restrictions.

I confirm that I have received a copy of these Contractor Rules & Regulations and I agree that I, my agents, subcontractors and employees will comply with them at all times during the course of the work being performed.

CONTRACTOR

By _____

Title _____

Date _____

OWNER(S): _____

By _____

By _____

Unit Number _____

Date _____

Renaissance Owners Association
 Remodel Approval Check List (Office Use)

Unit: _____ Owner: _____ Phone: _____
 Contractor: _____ Supervisor _____
 Office Phone _____ Cell Phone _____

The following items must be completed and signed off by the General Manager prior to any homeowner performing construction or remodeling. Once all items are submitted to the General Manager, the request will be reviewed by the Architectural Committee at its next meeting. Construction cannot begin until the Board of Directors approves the request.

<u>Item</u>	<u>Date Submitted</u>	<u>Initials</u>	
Scope of Work, Plans and Drawings	_____	_____	
Required Government Permits	_____	_____	
Copy of Contractor's License	_____	_____	Expires _____
Proof of Contractor's Liability Insurance (Naming Renaissance Owners Association as additional insured)	_____	_____	Expires _____
Proof of Contractor's WC Insurance (Naming Renaissance Owners Association as additional insured)	_____	_____	Expires _____
Proof of Homeowner's Insurance (Naming Renaissance Owners Association as additional insured)	_____	_____	Expires _____
Contractor Rules and Regulations Signed By Contractor and Owner	_____	_____	
Signed Owner Letter	_____	_____	
Signed Remodel Agreement	_____	_____	
Deposit from Contractor	_____	_____	Amount _____

Complete Packet Reviewed by Architectural Committee on: _____

Approved by Architectural Committee _____

Approved by Board of Directors _____

Final Approval to Homeowner on: _____