

## **PROCEDURES FOR RENOVATION OF UNITS**

An owner who wishes to make renovations to a unit must advise the Telluride Lodge Board (via the Lodge Manager) of his intention to do so.

Upon notification that an owner desires to make changes to his unit, a copy of the Renovation Guidelines (Aug. 2004) and the Rules Regarding Construction shall be sent to the owner. It is the owner's responsibility to provide the Board with appropriate drawings, descriptions, and other information that may be required in order for the Board to approve the project.

No work may commence until the Board has approved the project. All projects must conform to the Telluride Lodge rules and standards. Pre mature demolition/construction without approval letter will result in fines.

Additionally, all contractors and/or subcontractors who do work at the Telluride Lodge shall be required to give proof of insurance & labor/material performance bond to the Lodge Manager. All damage deposit and construction fees must be paid. Any charges for damages against the Telluride Lodge shall ultimately be the sole responsibility of the owner for whom the contractor or worker is doing work.

It is the owner's responsibility to advise any and all contractors of the rules relating to construction at the Telluride Lodge. All contractors must sign in with the office prior to commencement of work and sign a copy of the rules related to work at the Telluride Lodge.

It is the owner's responsibility to obtain all necessary building permits.

For the benefit of Telluride Lodge residents work hours will be strictly enforced. Lodge management recognizes that weekend work may be required in exceptional cases. The Lodge Manager must approve weekend work. Fines will result if weekend work is done without Board approval.

## Rules Regarding Construction

### Notification and Proof of Insurance

- All contractors and /or subcontractors must sign in with the Telluride Lodge Manager prior to commencing work on any unit. When their work has been completed the Lodge Manager should be notified and furnished with a copy of the C.O. There is a 9 month time limit on all construction projects. Please notify the Board if your project is expected to take longer than the 9 months ASAP.
- The contractor must provide the Lodge Manager with proof of insurance, labor / material performance bond and damage deposit along with construction fees. .

### Work Hours

- Construction hours are limited to 8:00 a.m. to 5:30 p.m. Monday- Friday  
Absolutely no work shall be performed on weekends, or major holidays without express permission from the Telluride Lodge Board. Such permission shall be granted only in hardship cases.

### Dumpster

- The location of dumpsters must be approved by the Maintenance Manager (Curtis Marble –cell #970-901-8032). If the location of the dumpster has not been pre-approved and must be moved, it will be done at owner expense. The charge will be the cost of removal plus fines.
- Dumpsters will be removed as soon as they are full. If the Lodge has to have them removed due to overflow, you will no longer be allowed to continue having dumpsters delivered on Telluride Lodge premises
- The owner is responsible for any damage to lawns, landscaping or grounds.

### Hallways

- Hallway areas must be cleaned daily and cleared of all debris. Construction materials may not be stored in the hallways. If Lodge personnel must clean hallways due to construction, or remove debris, the owner will be charged a fee. This fee will be a minimum of \$50 per incident. Payment and late charges will be treated as any other assessment.

## Check List

- \_\_\_\_\_ Proof of Insurance and labor/material performance bond
- \_\_\_\_\_ Damage deposit and construction fees
- \_\_\_\_\_ Signed and Agreed form: by owner and contractor of all the rules regarding construction
- \_\_\_\_\_ Notice of construction posted outside of project
- \_\_\_\_\_ Signed information sheet for owners considering expansion of their units into attic or crawlspace
- \_\_\_\_\_ Approval letter on project from Board to obtain a building permit
- \_\_\_\_\_ Acknowledgment that the amendments to Condominium Declarations are not approved as of date.

Signed and Agreed

Unit \_\_\_\_\_

\_\_\_\_\_

Owner

\_\_\_\_\_

(print name)

\_\_\_\_\_

(company)

Signature

\_\_\_\_\_

(date)

