

Association Rules and Procedures for Unit Renovations

The following regulations are to be adhered to by all owners or their agents/contractors when unit renovations/repairs are undertaken:

- A. **PRIOR** to any work commencing, if the project involves anything more than cosmetic components (e.g. painting), The owner will submit detailed plans to the Board of Directors for their review and approval.
- Said plans will also include name and license number of all contractors who will be used. Note that only licensed contractors may perform any work involving utilities or of a structural nature.
 - Owners are to advise association management as to the expected time frame that will be followed, and any extensions/changes thereto, which are subject to Board approval.
 - No work is permitted to commence until this form has been completed and filed with the association.
 - Disruption to building wide utilities such as phone systems and master antenna is **NOT** allowed.
 - Drilling or cutting into concrete slabs is **NOT** allowed due to post tension nature of reinforcing.
- B. **WHILE** work is being performed the following are to be abided by:
1. Work that is in any way noisy or disruptive may be done only between 9:00AM and 6:00PM on weekdays and between 10:00AM and 4:00PM on Saturday. No such type work may be performed on Sundays or national holidays.
 2. All trash and debris from the unit are to be removed from the building by the contractor. NO trash is to be placed in the trash chute or on the basement level.
 3. All materials are to be brought into and out of the building via the N Street door. N Street doors are to be kept closed except when materials are actually being brought in or out of the building. With advance approval from association management, the garage entrance may be used in limited instances.
 4. Common areas of the association, such as hallway carpets, are to be protected with drop cloths, which are laid down at the start of the day's work and removed at the end of the day's work.
 5. Contractors are to clean up (e.g. vacuum) on a daily basis any common areas such as hallways or elevators on as needed.
 6. Unit doors are to be kept closed so as to avoid the migration of dust into the hallways. Self closing hinges on unit doors are not to be disabled.
 7. If renovations include the refinishing of wooden floors the following are required:
 - i. Written notice must be provided to all residents on the floor advising of the likelihood of fumes. Said notice must be distributed at least 48 hours in advance of any stains/finishes being applied.
 - ii. The unit being worked on must be aggressively ventilated for a period of at least 48 hours after stain/finish is applied. This includes BOTH all windows being fully opened and multiple fans being in operation.
 - iii. Entry door to unit is to be taped off on all dimensions (sides, bottom, top).
 - iv. HVAC and exhaust ductwork should be sealed.
 8. If central water has to be turned off a request must be made to Lauren maintenance at least 72 hours in advance of desired time. Water will be turned off only ONCE for each renovation. Thus all required involving water should be performed at the same time. It is highly recommended that shut-off valves be installed in bathrooms/kitchens at the same time if a water shut-off is necessary for other items.
- C. **GENERAL.** Owners are reminded that they are responsible for procuring any and all permits required by the District of Columbia. Duplicates of any permits issued are to be provided to Lauren management.

I hereby acknowledge receipt of Lauren Condominium policies pertaining to unit renovations and agree to abide by same. I understand that any violation of these policies may result in a contractor being asked to vacate the premises with the potential of not being allowed back in The Lauren.

Owner Name (Printed)

Owner Signature

Unit #

Date

Contractor Company Name

Contractor Signature

Date

Association Authorization

Title

Date

Dates Authorized to Work