

Cambridge Condominiums Council of Owners
RULES REGARDING REPAIRS AND/OR RENOVATION IN CONDOMINIUM UNITS

This document is long, but **extremely important** to the success of your project. If you or your contractor don't comply with the rules, you may have to re-do your renovation or repair. So please read every word, and if you have questions, ask!

The Board of Directors encourages homeowners to make improvements to their condominium and the building staff will make reasonable accommodations to insure speedy completion of your project. The following rules apply to Unit Owners engaging in renovation or repairs in their Units and to the people performing work in Cambridge Tower Condominiums. The intent of these rules is to protect the common areas of the building from excessive wear and tear, maintain a safe environment for residents, prevent damage, and to see that all work is done in accordance with the building's by-laws, rules, and City of Austin Codes.

Cambridge Tower was built in 1964. Some of the materials used in construction of the units may be of a type that will require licensed, professional removal or containment procedure in the event the unit is remodeled or renovated (for example, some ceiling texture may contain asbestos). You are advised that the City of Austin mandates material testing before it will issue certain types of building permits; and such tests in any unit may reveal that it contains asbestos or other material that require special handling or abatement procedures.

Cambridge Tower is Type 1-A Construction, the Building Code category which requires a high level of fire protection. All wall, floor, and ceiling assemblies must be non-combustible, including the non-bearing partitions within the units. The City's website specifically notes that any modification to fire-rated partitions requires a permit. It also notes that plumbing work, including replacement of a tub or shower, requires a permit.

REQUIRED: Certified third-party permit review. Prior to commencement of work, the Unit Owner shall either engage a permit review consultant on the certified permit review consultants list maintained by the General Manager or secure the General Manager's approval of another certified permit review consultant. The chosen consultant may be the architect on the job; otherwise, the permit reviewer shall be a third-party, *i.e.*, not the contractor or other service provider who the Owner is using for the unit renovations. After reviewing the unit, proposed scope of work, City of Austin Building Codes, and all other relevant information concerning the desired unit renovation, the certified permit review consultant shall submit to the General Manager a written opinion that either (a) the renovation requires no City of Austin Building Permits, or (b) the renovation requires the City of Austin Building Permits identified in detail by the consultant.

Prior to commencement of work, the Unit Owner is responsible for submitting to the HOA Office Manager a detailed description of the Scope of Work to be done, plus copies of any required City of Austin Building Permits, laminated copies of which are to be posted on the Unit's front door or in a Doc Box there. The Manager and Chief Building Engineer shall review the description and, at their discretion, depending on the magnitude and complexity of the work, may require detailed plans, specifications and any required City of Austin Building Permits before the Unit Owner and

Contractor(s) are authorized to proceed. Upon final review and approval of the Manager, the Unit Owner and contractor shall sign this document, evidencing their approval of the requirements set out below. During the construction/repair, the Manager and/or Chief Building Engineer shall have the authority to check the status and condition of the work in order to ensure compliance with City of Austin Building Codes, Community Rules and restrictions. If, at any time, the work in progress shall fail to comply with Building Codes, the approved plans or Community Rules, the Manager/Building Engineer shall have the authority to require the Unit Owner and contractor to stop work until such conditions have been corrected.

The Unit Owner is responsible for the actions of his/her contractor(s) and/or service company (ies) during the course of the work. The Association recommends the Owner obtain an insurance certificate from the contractor/service company in the event there is a claim that a worker caused damage or injury to persons/property. The Association does not provide or have liability coverage for contractors/service companies who are working for owners.

All persons including Unit Owners, contractors, sub-contractors, service companies, and/or people that are engaged by a Unit Owner must comply with the following Community Rules and restrictions:

1. Working hours are 8:30 a.m. to 5:00 p.m. Monday through Friday (no work on weekends or holidays).
2. Workers must install approved protective covering over common area floor covering, i.e., tile, carpet, etc. Contractors must protect the hallway carpet from the service elevator to the unit door, using a professional carpet protective film, such as 3M. This protection must be installed/removed daily. Hallway carpet must be cleaned or vacuumed at the end of each day. Cambridge staff will do this at a daily charge of \$50 to the owner.
3. Contractors are responsible for all damage to common areas including corridors and elevators. The cost of repairs will be billed to the homeowner.
4. Workers must prevent dust from traveling into common areas and neighboring units. Excessive dust in the corridor may trigger the building's fire alarm. In the event of an alarm the Fire Department will demand an inspection of the unit setting off the alarm. Front Doors and Balcony doors must remain closed.
5. Materials causing high toxic odors such as oil-based paint, fiberglass coating, epoxy coating, etc. are not allowed unless proper exhaust venting is installed. See Chief Building Engineer or the General Manager for details.
6. Common Areas may not be used as a staging area, storage location, or for any construction activity unless specifically approved by the General Manager in writing.
7. Contractors must furnish their own equipment and supplies.
8. Garage space is limited, and the Association does not guarantee parking spaces for construction vehicles. Owners should arrange for garage or other parking for such vehicles.
9. Workers are not to play radios or other audible devices at a sound level that can be heard outside the unit.
10. Workers must exclusively use the service elevator for transporting tools, equipment, and or building materials.
11. Front doors of units are not to be left open at any time except for taking deliveries.

12. Trash chutes may not be used for the purpose of disposal of construction debris. However, construction debris may be put in a building dumpster with prior written management approval. The cost for such use is \$100 per dump at management discretion.
13. No smoking is allowed on Cambridge Tower Property—this includes private and Common Areas of the building and balconies.
14. Any plumbing work requires General Manager and Chief Building Engineer approval, in addition to any City of Austin Building Permit that is required and requires the owner to install isolation shut-off valves to isolate the kitchen and bath areas from the common water loop. Additional plumbing fixtures are not permitted, nor are washing machines.
15. City Permits are required in accordance with City of Austin Building Code and are the responsibility of each Unit Owner. The Association does not inspect the quality of work. Alterations affecting the common wall between units or common areas must be Code compliant, and such work must have a City Permit.
16. Major renovation and/or altering of an interior wall requires the Unit Owner to add insulation for sound reduction to those walls which adjoin neighboring units. New flooring also requires soundproofing.
17. In the event any contractor fails to comply with any of the above, the Unit Owner is subject to a fine of up to \$100 for each violation. In addition, the Unit Owner may be charged for the cost of cleaning/repairing common areas left unclean or damaged. All fines and cleaning/repair costs shall be billed to the responsible Unit Owner and, if unpaid, constitute a lien against the property collectible by all means allowed by the governing documents and applicable law.
18. Common elements may not be altered—this includes drilling or chipping into concrete slab and/or ceiling, and any other building element which serves more than one unit.

These Community Rules have been adopted for the purpose of maintaining a safe and attractive building. The Association, Management, and Condominium Staff are not in a position to ensure the quality, design, or workmanship of any work being performed. It is the Unit Owner's responsibility to seek professional advice for the specifications and monitoring of work. The Unit Owner shall indemnify and hold harmless the Association in the event of any claim that the work was not pursued or performed in a safe and workmanlike manner. The Unit Owner is also responsible for any damage to the property of other owners.

The Unit Owner and Contractor(s) hereby agree to the above provisions and acknowledges that charges for violations, common area cleaning, or damage to common areas will be charged to the Unit Owner's account.

[Go to signature page]

Owner printed name: _____

Unit #: _____

Owner signature: _____

Date: _____

Contractor printed name: _____

Contractor signature: _____

Date: _____

GM/AGM printed name: _____

GM/AGM signature: _____

Date: _____