

Bay View Terrace Condominium Association

Unit Renovation

I acknowledge receipt of the information packet which outlines the procedures for Unit Renovation.

Unit # _____ Date _____

Owner Name _____

Owner Signature _____

Bay View Terrace Condominium Association

Unit Renovation Packet

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Bay View Terrace Condominium Association

Unit Renovation Introduction

Dear Bay View Terrace Owner:

Congratulations on your decision to renovate your unit. This work not only adds beauty and value to your condo but also enhances the value of Bay View Terrace as a whole. We know from experience that sometimes reconstruction and renovation of individual units by owners can present some difficulties. Your board has formulated a set of procedures to protect our building from needless damage in violation of building codes as well as protecting you, your unit and your insurance coverage.

Please review the enclosed packet prior to starting any renovation. Also, please remember that the Building Manager does not supervise or admit contractors that have been hired by a unit owner. It is the owner's responsibility to communicate the Bay View Terrace procedures to contractors. You will need to conduct a tour of the facilities to ensure that there is no damage that would result in a fine and that your fellow residents will not be inconvenienced by the contracted work.

The procedure used by BVT to review owner's Renovation requests is as follows:

- Bay View Terrace (BVT) Building Manager will provide a unit owner with a copy of the **Renovation Procedures** and a **Renovation registration form**. If patio alterations are involved, the Building Manager will also give the unit owner a copy of the **Patio Door agreement**. (It is important for unit owners to familiarize themselves with this information. Also, please read the following sections in the BVT Policies and Procedures: Carts, Construction/Contractors, Elevators)
- The unit owner will return the completed registration form, along with the \$500 deposit and any other needed documentation, to the Building Manager.

- The BVT Building Manager maintains a log of Renovation registration forms and patio agreements submitted by the owners. All documents are forwarded by the Building Manager to the chairman of the Architectural/Landscape committee.
- The Architectural/Landscape committee will review the Renovation registration form, and patio door agreement if applicable. Within two weeks of receipt, the committee will forward the appropriate documents to the BVT board to confirm approval, or will contact the owner with questions or concerns.
- If the patio door is to be relocated, a patio door agreement must be submitted to the Building Manager along with the proposed plans. The plans should include a sketch of the work to be performed, measurements for the relocation of the door and a description of materials to be used.
- If a **Patio Door Agreement** is submitted by the unit owner, he/she must sign and have the **Patio Door Agreement** notarized. The agreement should be returned to the Architectural Committee, along with a copy of the legal description of the condominium unit and a check for recording the document with the Milwaukee County Register of Deeds. The committee will forward the documents to the Board President who will then forward them to the building management company for filing with the Milwaukee County Register of Deeds. Thus, this document will become a part of the legal description of the condominium unit.

Should you have any questions or comments please contact the Building Manager or a member of the Bay View Terrace Architectural Committee. The BVT office number is 414-483-2628.

Thank you for following this procedure. We hope that this helps your project be as smooth as possible.

Bay View Terrace Condominium

Renovation Checklist

Owner _____ Unit _____ Date _____

_____ Obtain Renovation forms from Building Manager.

_____ Complete the Registration Form. Include plans and drawings. Be specific!

_____ Include signed Patio Door Agreement, if applicable

_____ Obtain Permits as applicable

- Plumbing Permit- *required for all work on drain lines, traps, and removal of tub, toilet, sinks and countertops. If plumbing changes are made to tub/shower configuration, a new water shutoff valve must be installed. If replacing tub with stand up shower, note that BVT has received a Variance for the drain requirement.*
- Electrical Permit

_____ PROOF OF INSURANCE from Contractor

_____ SECURITY DEPOSIT

- A \$500.00 check made out to Bay View Terrace. *(Deposit will be returned if no building damage is incurred)*

_____ Submit all completed forms to BVT Building Manager along with this Checklist.

- Documents will be submitted to the Architectural Committee for review

_____ Schedule any plumbing work on the 2nd or 4th Tuesday of the month for water shut off.

PLEASE RETURN CHECKLIST WITH RENOVATION FORMS TO THE BVT BUILDING MANAGER.

BAY VIEW TERRACE CONDOMINIUMS

OWNERS' INFORMATION FOR RENOVATIONS

The BVT Board must approve major in-unit construction projects before the construction begins. Major construction means modification or changes to common or load bearing walls, and to utilities going into and within your unit (water, sewer, electric). Fireplaces and clothes washers are not allowed. Bay window reconfiguration is not allowed.

A \$500.00 deposit is required prior to construction. Deposit will be returned if no building damage is incurred.

Unit owners are responsible for any damage to common areas and other units caused by their contractors and tenants, including plumbing and electrical problems. Unit owners should escort contractors into the building.

Water can only be shut off on the **2nd and 4th Tuesday** of the month, so schedule plumbing work accordingly. If replacing the tub, the main water supply shut off valve needs to be replaced. An inspection panel should be installed for access to the valve.

Wood and tile floors have been known to increase the noise level for the people living below. If you are installing new wood or tile floors, please be sure to include an insulating barrier made specifically for wood and tile floors in apartments in order to minimize such noise.

Unit owners are solely responsible for obtaining all building permits and assuring that contractors have appropriate insurance.

Basic information for Contractors

Unit owners should become familiar with all of the following information to assure that contractors understand BVT requirements. There is an information sheet containing this info specifically created for owners to give to your contractors. A copy is in the renovation packet and also available from the Building Manager.

Contractor information for renovation

Elevators

BVT does not have a freight elevator. BVT's west elevator is to be used to move large items in and out of the building. A ceiling panel in the elevator is removable. BVT personnel will provide a key to manually control the elevator if necessary to move a large quantity of material. Please be considerate of other owners and release the elevator for owner use when finished moving material.

Elevator Pads

It is the responsibility of you or your contractor to hang the elevator pads and install the protective elevator carpet. Elevators are equipped with hooks for hanging the pads. The elevator pads are located above the lockers in the basement storage room. You or your contractor are also responsible for removing the elevator pads when finished and returning them to the storage room.

Movement of Materials and Tools

Contractors may not bring materials and tools through the front lobby. Material should be brought in through the garage at basement level.

Contractors must not block alley access or entry into the garage. Garage or alley doors should not be left open or unattended.

Parking

Contractors may not park in owner numbered alley parking spaces or anywhere on the deck. Parking is available on South Shore Drive and Ontario.

Special Carts

Special carts are available for contractors. See BVT personnel for these carts. Contractors may not use the carts near the garage entryway into the building as these are reserved for residents.

Cleanliness

Owners are responsible for keeping common areas clean. Advise contractors to keep common areas clean.

If the project generates debris that may track into the hall, the carpets should be protected with Visqueen Ecomembrane (available at Home Depot).

Construction trash/debris must be disposed of offsite. BVT personnel are not allowed to dispose of trash/debris from renovation. (See Resource page)

Noise

Construction may only occur between 8:00 am and 8:00pm Monday through Saturday. Please limit construction noise as much as possible.

Common Areas

Common areas may not be used as staging areas and must be kept free of equipment, tools and materials.

Communication

Please notify the Building Manager when your contractor is in the building. This will help the Building Manager in scheduling use of the elevator and in answering any other residents' questions.

BVT Office Phone Number - 414-483-2628

BAY VIEW TERRACE CONDOMINIUMS

RENOVATION REGISTRATION FORM

DATE: _____ UNIT #: _____

UNIT OWNER: _____

PHONE: Day _____ Evening _____ Cell _____

Emergency Contact: _____ Phone: _____

SCOPE OF UNIT RENOVATION

(Please be specific, including diagrams, specifications, materials)

Date work will Begin: _____

Estimated Date of Completion: _____

If bathroom plumbing is involved, a new water shut off valve should be installed.

A \$500 deposit is required which is refundable after completion, less any amounts for damage or cleanup. Plumbing and electrical work is likely to require permits. Approval is required before work commences. Attach Proof of Insurance.

Please complete contractor information on the other side and sign the form.

Contractor Registration

If work is being performed by Owner, please check here: _____

Contractor's Name: _____ Daytime Phone _____

(attach Certificate of Insurance)

Contractor's Name: _____ Daytime Phone _____

(attach Certificate of Insurance)

Contractor's Name: _____ Daytime Phone _____

(attach Certificate of Insurance)

List any Deliveries expected and when:

Additional Comments:

I understand that the Renovation Registration and Renovation Info Packet are in addition to the contents of the Bay View Terrace "Policies and Procedures for Comfortable Living". I have informed my contractor(s) of this information and provided a copy of the "Contractor Information for Renovation" sheet.

Owner Signature: _____ Date: _____

Received by BVT: _____ Date: _____

Approved: _____ Date: _____

BAY VIEW TERRACE CONDOMINIUMS
CONTRACTOR INFORMATION FOR RENOVATIONS

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Contractors may not bring materials and tools through the front lobby. Material should be brought in through the garage at basement level.

Do not block alley access or entry into the garage. Please do not leave garage or alley doors open or unattended.

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BVT Office Phone Number - 414-483-2628

Bay View Terrace Condominium Association

Unit Renovation

I acknowledge receipt of the information sheet entitled **CONTRACTOR INFORMATION FOR RENOVATIONS** which outlines the Bay View Terrace procedures for contractors.

Unit # _____ Date _____

Owner Name _____

Contractor _____

Contractor Signature _____

Resources

Building Permits

Permits must be obtained whenever one is required by the City of Milwaukee. A copy of all permits must be provided to the Building Manager before work is performed.

Building permit checklist – see this website for a complete list:

http://city.milwaukee.gov/DNSsections/Development-Center-/Quick-reference-Does-it-need-a.htm#.VZN218_bLIV

The State of Wisconsin Building Code is on the Wisconsin Department of Safety and Professional Services (DSPS) website.

<u>Project</u>	<u>Need a permit?</u>	<u>For more information</u>
Bathroom -- remodel	Probably	Call 286-8210
Electrical work -- ALL	Yes -- contractor must be licensed	Call 286-2532
Plumbing	Yes	Call 286-3116

Electricians and Plumbers

Individuals performing electrical work and plumbing work must meet all requirements of the State of Wisconsin. For information, contact the Wisconsin Department of Safety and Professional Services at 608-266-2112 or <http://dsps.wi.gov/Home>.

Disposal of Trash/Debris

BVT dumpsters may **not** be used for construction/renovation debris.

Your contractor should remove all debris, or you may use either of these City of Milwaukee services:

1. Special Pickups are available by calling 286-CITY (286-2489). There may be a charge for pickups.
2. There are two Self Help locations for disposal of construction debris, appliances, furniture, etc. There is no charge for limited quantities. Proof of residency is required. Residents must unload themselves. Call 286-City (286-2489) for more information. Sites are at 6660 N. Industrial Road and 3879 West Lincoln Avenue.