

**Ambassador I Homeowners Association
Remodeling and Repair Guide**

September 7, 2008

Remodeling Your Home:

***A Guide for Unit Owners and Their
Contractors***

- * Application Procedures**
- * Permit Application Forms**
- * Terms and Conditions Governing
Remodeling and Repair**

**Ambassador I Homeowners Association
505 East Denny
Seattle, Washington 98122**

Your Guide to Unit Remodeling and Repair at the Ambassador I Condominiums

Introduction

The residents of the Ambassador I Condominiums are both individual and collective owners of this valuable property in Seattle, Washington. Remodeling your unit, especially on a large scale, has the potential to impact both common elements held by the Association and neighboring units. Remodeling units also adds to the value of our shared investment in the Ambassador I Condominiums. This guide, which spells out rules, policies and practices governing such remodeling and repairs, is designed to facilitate a smooth process of change which will protect all of the parties involved. It is a process which engages the unit owner, the Board of Directors of the Ambassador I Condominiums, and the contractors involved.

The Board of Directors of the Ambassador I Condominiums (Board of Directors or Board) is required by the condominium declaration, bylaws, and the rules to approve all alterations to units and limited common elements. To protect the interests of the Association and all homeowners, the Board acts in the following broad ways:

1. The board reviews specific plans before approving the start of any work;
2. Requires a \$1,500 deposit for major scale remodels or a \$500 deposit for smaller projects, subject to the discretion of the Board to modify the deposit requirements upward or downward depending on the potential for damage to common elements;
3. Requires proof of insurance coverage by the owner and contractors;
4. Uses professional consultants needed to ensure the work undertaken is done in conformance with that approved by the Board; and
5. Limits hours of construction to Monday through Friday from 8:00 a.m. to 6:00 p.m., Saturday from 9 a.m. to 6 p.m., and Sunday from 10 a.m. to 6 p.m.

Owners, too, have responsibilities in this process. In the broadest sense, they are expected to:

1. File a complete application before beginning construction;
2. Pay the required deposit before beginning to construction;
3. Provide proof of insurance before beginning construction;

4. Work collaboratively with the Building Manager and any Association consultants and allow timely inspections;
5. See that all construction related damage is repaired and all areas are cleaned up; and
6. Provide any required post-construction documentation including copies of approved City of Seattle construction permits.

The Association understands that remodeling plans may change. Some changes can be accommodated without notifying the Association, others require notice to the Association and approval by the Board of Directors. Please see the applicability section for work that requires notice to the Association and approval by the Board of Directors.

This guide provides a step by step pathway through the remodeling or renovation process, along with necessary forms and terms and conditions for undertaking major work.

The Application for Remodeling must be filed with the Association at least 60 days before beginning construction to allow the Board to review the request. Communications between the Board and the owner or his or her contractors will be between the Building Manager or the Association's consultants or attorney and the owner and contractors.

Application Process

Exemptions

All renovations require approval by the Association except:

- Painting;
- Carpeting;
- Replacement of appliances in the same location within the unit;
- Repairs where existing equipment is replaced with similar equipment in the same location; and
- Emergency repairs, however owners must call the Building Manager before starting work

Applicability

The following table summarizes the requirements for frequent repair and remodeling tasks and the applicable requirements.

Repair or Renovation	Is Notice to the Association Required?	Is a Deposit Required?	Is Board Approval Required?	Is it Eligible for Expedited Review and Approval?
Painting and changing wall coverings (without replacing drywall)	Yes	No	Approval is not required	
New or replacement carpets	No	No	No	Approval is not required
Replacing existing floor with flooring of the same kind, except for new or replacement hard floors	Yes	No	No	Approval is not required
Hard surfacing flooring such as tile, hardwood, or concrete. Please see the Hardwood Flooring Rule in Appendix A of this guide	Yes	Yes	Yes	Yes
Replacement appliances	Yes	Yes, if there is a potential to damage common property	No	Yes
Replacement cabinets and countertops	Yes	Yes, if there is a potential to damage common property	No	Yes
Remodeling that involves cutting into or replacing drywall on the perimeter of your unit (including walls, floors, or ceilings)	Yes	Yes	Yes	Yes
Removing or adding walls if they are not Load Bearing Walls ¹	Yes	Yes	Yes	No
Modification to Load	Yes	Yes	Yes	No

¹ Bolded terms are defined. Please see the definitions beginning on page 17 of this guide.

Repair or Renovation	Is Notice to the Association Required?	Is a Deposit Required?	Is Board Approval Required?	Is it Eligible for Expedited Review and Approval?
Bearing Walls²				
Changing the configuration of your unit	Yes	Yes	Yes	Yes
In-kind replacement of light fixtures, electrical, switches, and outlets	No	No	No	No
Changing wiring in your unit including adding built in lights, switches, wiring, or outlets	Yes	Yes	Yes	Yes
Repairing or the in-kind replacement of existing pipes or fixtures within the unit	Yes	No	No	Approval is not required
Replacing pipes or fixtures within common elements or the perimeter walls of the unit	Yes	Yes	Yes	Yes
Replacing windows	Yes	Yes	Yes	Yes
Any change to the exterior of your unit. The exterior is owned by the association and so external changes are only made by the association. See Ambassador I Condominium Association Declaration Section 10.5	Yes		Yes	

Steps for Remodeling and Renovation

1. The owner obtains this guide and application from the Building Manager.
2. At least 60 days before beginning construction, the owner submits the completed application along with remodeling plans and necessary supporting materials to the Building Manager who will then forward it to the Board for review. If expedited review is allowed, the owner must submit the application to the Building Manager

- 45 days before beginning construction. The Association recommends that you not commit to or make any non-refundable expenditures until Board approval of the proposed work.
3. If only notice is required, please provide the notice form to the association before beginning any work.
 4. The Association will acknowledge receiving your application within ten to 15 days.
 5. The Building Manager will arrange a meeting and walk through with the owner and contractor to discuss the remodeling and renovation process and any potentially impacted **Common Elements**.³ This walk through can be timed to coincide with another visit by your contractor.
 6. Following its review, the Board will vote to approve, disapprove or seek more information about the work proposed in the application, reporting its action in writing to the owner. In the event of requests for more information or denial, reasons will be stated so that the owner can consider changes that may allow later approval. **Final approval will only follow submission of adequate final plans and information.**
 7. Upon notice of approval by the Board, the owner must submit the required deposit to the Manager's Office.
 8. Following Board approval, Building Manager will issue an **Association Permit** once a copy of the City of Seattle building permit(s) is received. **No contractors will be admitted on the premises to commence work until all Association and City of Seattle permits are issued.** It typically takes five or fewer days to issue the **Association Permit**.
 9. The owner or contractor then does the work.
 10. The owner and contractor cleans up and, if necessary, repairs **Common Elements**. This will be strictly enforced by the Building Manager. If the Association incurs any costs, including cleaning or repairing **Common Elements**, inspection, or enforcement costs, the owner will be invoiced and the deposit will be applied against the charges.
 11. After the work and clean up are completed, the Building Manager conducts an inspection of the **Common Elements**.
 12. The owner then submits any required post construction documentation including signed City of Seattle inspection forms.

³ Bolded terms are defined. Please see the definitions beginning on page 17 of this guide.

13. The Building Manager then releases any un-expended part of the deposit. A statement will be included documenting any costs incurred by the association and any deductions from the deposit. The deposit will be returned within 30 days of the completion of the project and submission of any required post construction documentation.

Steps 1 through 7 typically take nine weeks unless the project is eligible for expedited review and approval. In some cases approval can take longer than nine weeks. Please plan accordingly. A complete application will speed the review and approval process.

Walk Through

The purpose of the “walk through” is for the Building Manager, owners, and general or main contractor to understand the proposed work and any potential impacts of the work on the **Common Elements** or the other building owners and residents. The Building Manager, owners, and general or main contractor attend the walk through. If the work is technical, the Association may have a consultant attend the walk through.

Ambassador I Condominium Remodel Application Form

The Original and Six Copies of the Application and Documentation must be submitted or emailed

Unit Owner(s): _____

Unit Number: _____

Application Date: _____

Owner's Mailing Address: _____

Owner's Daytime Telephone Number: _____

Owner's Evening and Weekend Telephone Number: _____

Owner's Email Address: _____

I (We) request that the Ambassador I Condominium Association approve the remodeling or renovation of our Ambassador I condominium unit in compliance with the Ambassador I Association rules, requirements, and conditions. The following checked items and explanation of scope and materials, along with attached plans and detailed drawings, represent the extent of our request:

Description of Remodeling/Renovation Project Components

Please describe the proposed remodel. Attach drawings, sketches, plans, product information or specifications for work impacting or involving common or limited **Common Elements**. Plans showing the proposed work are required:

Any changes made to the original proposed work must be submitted in writing to the board and approved by the Board prior to being implemented.

City of Seattle permits are required for any mechanical, electrical, and plumbing work. Permits are also required for any structural changes.

Any work which involves or cuts into any existing walls, ceilings, floors or other common or limited **Common Elements** must be performed by a licensed contractor. Electrical, plumbing and mechanical work which impacts any limited **Common Elements** must be performed by a contractor licensed in the appropriate trade.

Identify any required permits below:

Who will be doing the work? _____ Owner _____ Contractor

If Contractor will undertake some work please provide the following:

Contractor name: _____

Contractor address: _____

Phone number: _____

License number: _____

Work to be undertaken by the licensed contractor:

Work cannot begin before written approval by Board.

Planned start date: _____

Planned completion date: _____

By signing below, the owner and contractor, if any, acknowledges and agrees that he or she has read and understands the rules and construction terms and conditions applicable to the proposed remodel. We have also been given the *Ambassador I Homeowners Association Remodeling and Repair Guide*. We (I) expressly agree to comply with the rules, construction terms and conditions, any conditions applied to this approval, and the applicable City of Seattle construction codes.

We understand that this application must provide sufficient information (design drawings and material specifications) to allow the Association to assess the intended work and its affect on Common Elements and other units.

By signing below the owner and contractor, if any, agree to indemnify and hold the Association harmless for any damage to property or persons arising out of the work and/or any causes of action that arise from it.

Inspections or approvals by the Association do not alter, diminish or eliminate the total responsibility and obligations of the Owner and the Contractor for the work and any damages or liabilities arising from it.

Unit Owner: _____ Date _____

Unit Owner: _____ Date _____

Remodeling Construction Company Name(s):

License Number of Contractor _____

Signature of Contractor

_____ Date _____

Print Name _____

Title _____

Date _____

Remodel deposit received on _____ by _____
(Deposit may be used for an inspector if required and other costs incurred by the association)

DECISION BY THE BOARD OF DIRECTORS:

Approved: _____ Conditionally approved: _____

The following conditions must be met:

More information needed for Approval: _____
Please provide the following information:

Not Approved _____

Board Member Signature Date

Action	Date
Permits received	
Plans provided	
Deposit received	
Application approved	
Construction begun	
Construction complete	
Signed City of Seattle Permit inspection forms and, if applicable, the certificate of occupancy provided	
Manager inspection	
Manager sign off	
Deposit returned	

Agreement to Required Inspections

The Owner and Contractor(s) agree that the required inspections by the Association's professional consultant will be done in a timely manner and that responsibility for scheduling such inspections is that of the Owner and Contractor who will contact the AP Manager to arrange for them to take place:

_____ Pre-construction inspection before any work begins on unit

_____ Post demolition completion prior to any other work commencing

_____ Upon completion of project

Ambassador I Condominium Association

By _____
Authorized Signature

Title _____

Date _____

Unit Owner _____ Date _____

Unit Owner _____ Date _____

Ambassador I Condominium Remodel Notice Form

(Not required if a Remodel Application form is required)

The original must be submitted or emailed

Unit Owner(s): _____

Unit Number: _____

Application Date: _____

Owner's Mailing Address: _____

Owner's Daytime Telephone Number: _____

Owner's Evening and Weekend Telephone Number: _____

Owner's Email Address: _____

I (We) are undertaking the following work:

Description of Remodeling/Renovation Project Components

Please describe the proposed remodel and the dates on which the work will take place:

Notice must be provided for any changes made to the original work or work dates to the Board prior to being implemented.

Who will be doing the work? _____ Owner _____ Contractor

If Contractor will undertake some work please provide the following:

Contractor name: _____

Contractor address: _____

Phone number: _____

License number: _____

Planned start date: _____

Planned completion date: _____

By signing below, the owner and contractor, if any, acknowledges and agrees that he or she has read and understands the rules and construction terms and conditions applicable to the proposed remodel. We have also been given the *Ambassador I Homeowners Association Remodeling and Repair Guide*. We (I) expressly agree to comply with the rules, construction terms and conditions, any conditions applied to this approval, and the applicable City of Seattle construction codes.

By signing below the owner and contractor, if any, agree to indemnify and hold the Association harmless for any damage to property or persons arising out of the work and/or any causes of action that arise from it.

Inspections or approvals by the Association do not alter, diminish or eliminate the total responsibility and obligations of the Owner and the Contractor for the work and any damages or liabilities arising from it.

Unit Owner: _____ Date _____

Unit Owner: _____ Date _____

Remodeling Construction Company Name(s):

Terms and Conditions for Remodeling Ambassador I Condominium Association

I. Construction Requirements

1. All work shall be performed in a professional and workmanlike manner and in strict accordance with this document, all current City of Seattle and State of Washington codes, the approved design specifications of manufacturers and any additional requirements of the Ambassador I Condominium Association for particular projects.
2. The Ambassador I Condominium Association Board of Directors may prescribe work schedules, types of construction equipment or other protections for the Association and other units.
3. The Unit Owner (or his Contractor) shall obtain all required City of Seattle building permits and submit a copy of each permit to the Building Manager prior to the commencement of any work. A copy of the contractor's license, as well as the licenses of any and all subcontractors, shall also be submitted.
4. There will be no new modifications, intrusions or cutting of the common elements without the written approval of the Board of Directors.
5. There will be no modifications of or intrusions into the fire regulated walls between units or attic without the written approval of the Board of Directors.

Before any changes in the approved design or materials are permitted, proposed changes must be submitted to the Board of Directors. Any work or materials not approved by the Board of Directors will be removed or reconstructed at the Owner's expense.

II. Insurance Requirements

1. No work shall commence until the Contractor and/or Sub-Contractors have provided in writing the following insurance certificates with the minimum limits indicated. Such written documents shall be signed and endorsed by the insurance agent responsible for maintaining the applicable coverage and submitted to the Building Manager.

CONTRACTORS INVOLVED IN STRUCTURAL REPAIRS

<u>TYPE OF COVERAGE REQUIREMENTS</u>	<u>MINIMUM LIMIT</u>
Public Liability Insurance (Including completed operations)	\$1,000,000

Workers Compensation Insurance	\$500,000
Automobile Liability	\$500,000

CONTRACTORS INVOLVED IN NON-STRUCTURAL REPAIRS

<u>TYPE OF COVERAGE REQUIREMENTS</u>	<u>MINIMUM LIMIT</u>
Public Liability Insurance (Including completed operations)	\$ 300,000
Property	amount of improvement
Workers Compensation Insurance	\$100,000
Automobile Liability	\$300,000

Notwithstanding the above minimum amounts, no insurance coverage shall be less than the minimum required by Washington law.

- Each required insurance policy shall NAME THE AMBASSADOR I CONDOMINIUM ASSOCIATION AS AN ADDITIONAL INSURED for the duration of the project and associated construction activity. The additional insured documentation shall include a clause requiring a minimum of ten (10) days notice be provided to the Association before termination or modification of such policy.

III. Construction Deposit from Owner

A construction deposit of \$1,500 will be required from the Owner for major changes to the interior of the unit, such as remodeling of kitchens, bathrooms, or the removal and replacements of walls. A \$500 deposit will be required for smaller projects, subject to the discretion of the Board to modify the deposit requirements upward or downward as needed to cover the association’s potential costs due to the remodel.

- The required deposit is to be given to the Building Manager within ten (10) days of approval. The deposit will be returned in whole or in part within thirty (30) days after the final inspection by the Association and the receipt of any required documentation by the Association.
- Any amount withheld will be based on damage to persons or property arising from the work or costs incurred by the association to enforcement the rules and conditions applicable to the remodel including the hiring of any consultants or professionals necessary to inspect or document that the work complies with the application rules and conditions.

3. A complete accounting of any funds withheld will be submitted by the Association to the Owner.

IV. Liens

The Board of Directors recommends that the unit Owner record a Notice of Commencement and obtain copies of final release or satisfaction of liens before making final payment to contractors and to otherwise comply with the construction lien laws of Washington in consultation with the Owner's counsel.

V. Inspections

The Association shall maintain the right, but not the obligation, to inspect work in progress and after completion. However, Association inspections do not relieve the Owner and Contractor from their exclusive responsibility to assure that the work is done in conformity with approved plans and specifications, Ambassador I Condominium Association requirements and current City of Seattle and State of Washington codes and regulations.

VI. Property Protection and Security

Any damage to elevators or Common Elements must be immediately reported to the Building Manager.

All **Common Elements** exterior doors are to remain closed and locked during any renovation project. Under no circumstance are the doors to be propped open or left unlocked. Violation of this provision is grounds for denial of access to the property.

Every effort should be made to do their work in the least disruptive ways possible, even as the Association recognizes that all construction has accompanying noise and other impacts.

The Ambassador I Condominium Association and Board of Directors express their gratitude to all Owners and Contractors for their diligent cooperation.

Definitions

Association Permit: An approval issued by the Building Manager to begin work that requires approval by the Association Board of Directors after approval by the Board and approval of any necessary building or construction permits by the City of Seattle.

Common Elements: The common elements consist of all portions of the condominium, other than the units, including the following:

1. The land on which the condominium is built, and the easements, rights, and appurtenances associated with the land or the condominium.
2. The roofs, foundations, studding, joists, beams, supports, main walls (excluding the nonbearing interior partitions of the residential and commercial units, if any) and all other structural parts of the building, to the unfinished interior surfaces of the commercial and residential units; perimeter walls, floors, ceilings, windows, and doors.
3. The elevators, pipes, wires, conduits, TV antennae, cable television and security systems (including security touch-pads), if any, other fixtures and equipment for utilities, and the interior of the fireplace or ventilation flue serving any unit.
4. The lobby areas, hallways, grounds, trees, gardens, landscaped areas, exterior fixtures, walkways, driveways, and irrigation systems.
5. The storage closets/cubicles located on the basement level.
6. The bike storage area.
7. The laundry room, recreational room, and facilities located on the basement level.
8. The manager's office located on the basement level.
9. Certain items which could ordinarily be considered common elements such as, but not limited to, screen doors, window screens, awnings, storm windows, planter boxes, and the like may be designated as items to be furnished and maintained by units owners at their individual expense according to standards and requirements set by the Board by rule, regulation, or the bylaws.

Load Bearing Wall: A wall that provides structural support to the building.

Appendix A: Hardwood Flooring Rule

Each unit owner(s) shall have the right to substitute new finished surfaces for the older finished surfaces that exist on floors, provided that hard surface flooring, other than that installed by the Developer during construction, may not be installed without the prior written approval of the Board of Directors. The installed flooring shall meet or exceed an Impact Insulation Class (IIC) rating of 70. The unit owner(s) wishing to install such flooring will need to provide adequate proof that the flooring meets or exceeds the IIC rating of 70 including a receipt showing that the materials installed have that rating and a written statement from the installer certifying that the flooring as installed meets or exceeds an IIC rating of 70.