Kingsgate Ridge Manor

Contractor/Remodeling
Rules and Guidelines

Introduction

While the Board of Directors recognizes the desire of an owner to make their unit confirm to their own personal requirements, the Association must balance that desire with the rights of all owners. The following guidelines are intended to protect the safety and comfort of all residents and to preserve and protect the common elements of the building.

Any owner who desires to remodel a unit must comply with these guidelines and furnish a copy of these guidelines to any architect, designer, contractor, and/or tradesperson who plan to perform work at the Kingsgate Ridge Manor. The Board of Directors, or an appointed committee acting on behalf of the Board of Directors, must approve all work in advance. The owner must permit inspection of the unit by a representative of the Board of Directors, or the property management company at some time during construction and upon completion. **These rules apply to any work done by a contractor or owner inside a unit.** All contractors and owners are to follow rules set forth by the document.

Prior to beginning any work, the owner must:

* Notify both the Board of Directors and Management and provide a detailed written proposal or plan describing the scope of work to be performed. The owner’s contractor must submit a detailed construction and work schedule prior to commencement of the work. The schedule should indicate the start of construction, duration of project and anticipated construction completion date.
* All plans must be certified by a registered architect or engineer and state that all work will be performed in accordance with the City of Kirkland Building Codes, the Declaration of Kingsgate Ridge Manor, and these Contractor Guidelines.
* Retain only bonded and insured contractors. The Kingsgate Ridge Board of Directors and Management must approve all contractors.
* Provide Board of Directors and Management with a Certificate of Insurance General Liability and Umbrella from either a homeowner’s insurance carrier if the owner is performing the work, or the contractor’s insurance carrier, naming as the additionally insured The Kingsgate Ridge Manor.
* The use of Jackhammers, chipping hammers or coring is strictly prohibited. Channeling the concrete floors is not permitted. See section detailing “Strictly Prohibited Work.” The Kingsgate Ridge Board of Directors and the Property Management Company reserves the right to prohibit any tool or device that may cause structural damage, intolerable noise or nuisance, either prior to or during the actual work.

The insurance coverage must be provided by a company licensed in the State of Washington and must provide thirty (30) days written notice of expiration or cancellation.

All work done within any unit must comply with the following rules.

**Rules**

Common Area Protection

The contractor shall provide adequate protection from dirt and tools on all pathways leading into the unit. The doors to the unit must remain closed with work is in progress. The contractor must protect all building finishes. Any damage to the building will be charged to the unit owner. A second offense will lead to immediate removal of the contractor from the premises.

Conduct

The unit owner is responsible for all actions of the unit owner's contractors, employees, agents and visitors. No loud, abusive or offensive language or actions will be permitted. Playing of music or radios that can be heard outside of the unit is not permitted. Inappropriate attire including, but not limited to short pants, shirtless or clothing with offensive messages will not be permitted. No smoking is permitted in the common areas.

Debris

The unit owner is responsible for seeing to the removal of all debris. No debris may be left in the trash enclosures, areas under stairs, or put in the garbage containers. Disposal of construction debris is not permitted in the property garbage containers. If construction debris is found in the property garbage containers, the unit owner will be billed for the trash removal at a rate of not less than $100.00 per incident.

Deliveries

The owner shall provide the contractor with a key to the unit if the owner will not be present. The Association will not make deliveries to the unit, and will not supervise workers in the absence of the owner.

Electrical

When electrical service upgrades are planned, the unit owner must obtain approval by a licensed electrical engineer of the load data sheets and panel schedules. All wiring must be copper. Aluminum wires, feeders, or connectors are not permitted. All electrical wiring must meet all local and national codes.

Fees

Any legal or engineering fees incurred by the Association as a result of the unit owner's remodeling project shall be charged to, and reimbursed by the unit owner.

Flammable Materials

Volatile or flammable materials must be enclosed in an unbreakable and safe container. Welding or cutting torches are not permitted. All contractors, residents and other parties on the premises are not permitted to smoke during the use of any flammable material. Any hazardous materials and flammable materials must be removed from the unit premises each day.

Hours

All work shall be performed between the hours of 8:00 a.m. through 5:00 p.m. Monday through Friday for construction and demolition work, and 11:00 a.m. through 5:00 p.m. on Saturdays and Sundays for quiet work, e.g., painting. No work may be performed on holidays.

Inspection

Management reserves the right to inspect all remodeling work and to stop the work if it is not in compliance with the project that was approved within these Guidelines. If unapproved work is performed, the unit owner must restore the unauthorized work to its original condition at the owner's expense.

Liens

The contractor or sub-contractor shall have no authority to place a lien upon the Condominium Association or any interest therein.

Miscellaneous

All tools, materials and equipment must remain within the unit and may not be stored in any of the common areas.

Employees of the Kingsgate Ridge may not loan out any tools or equipment.

Contractors are not permitted to smoke in the common areas, including, but not limited to the walkways, stairwells, etc.

The unit owner is responsible for compliance with all Contractor Guidelines. It is the unit owner's responsibility to provide a copy of these Contractor Guidelines to every contractor, and the contractor must instruct his employees and subcontractors about these rules and guidelines and enforce compliance at all times.

Nuisances

Management must be notified at least 24 hours in advance of any work that could cause offensive odors, dust, fumes or volatile nuisances - for example, surface refinishing, chemicals or solutions, paint removers, varnishes or lacquers. Anyone using these compounds in or around the building without the approval of the Association will be required to immediately cease work and permanently remove all those materials.

The unit owner should ensure that materials used do not emit noxious, dangerous or volatile fumes. Unit doors may not be propped open.

Parking

Limited contractor parking is available in the owner’s unit spot only. Contractors are not allowed to take up Guest Spaces or park in Fire Zones.

Permits

Either the unit owner or contractor shall obtain all necessary permits or licenses before commencing any work. All contractors must be bonded, insured, and licensed by the State of Washington and City of Kirkland, as required by law.

Plumbing

Installation of new toilets and sinks require replacement of shut-off valves. Seventy-two hours advance notice is required so Management may notify residents that the water will be turned off in the tier(s) involved and contact Woodinville Water. All plumbing work that may require the water to be turned off should be scheduled to occur at one time. Unless it is an active leak emergency, Woodinville Water must turn the water off and back on.

Security

Exterior doors shall not be propped open, except while material is actually being moved through the doors. The contractor, employees, agents and visitors are to restrict themselves to the unit while work is in progress.

Smoke Detectors

When there is remodeling planned that could cause dust, the unit owner must make sure that the unit and hallway smoke detectors are covered to avoid triggering false alarms.

Stone Work and Tile

No cutting is permitted on balconies or in the common elements. No water saws or other power tools may be operated on balconies. Carpeting is not permitted on balcony floors.

Strictly Prohibited Work

The use of jackhammers, chipping hammers or coring is strictly prohibited. Channeling the ceiling or concrete floors is not permitted. Cutting of concrete is strictly prohibited.

Any combustible materials placed above the finished ceiling or in any other concealed space are prohibited.

Any work that will affect the appearance or use of the unit or work that will diminish the strength of the structure of the building, the common elements, or any of the building's utility or life safety systems is prohibited.

Utilities

Rerouting of cable TV and/or other utility lines impinge on the common elements and must be approved by Management and Board of Directors in advance.