

Woods Manor Unit Owner
Remodel/Upgrade/Alteration/Replacement/Reconstruction Policy

All Owners of Condominium Units in Woods Manor Condominiums desiring to remodel, upgrade, alter, repair, replace or reconstruct a Unit are subject to compliance with this Woods Manor Unit Remodel/Upgrade/Alteration/Replacement/Reconstruction Policy (the "Policy"), as well as the Woods Manor Declarations* (read Article 22.4 of the Declaration*), By-Laws*, Rules and Regulations*. Owners must also comply with the Town of Breckenridge (TOB) Building Department permits, licenses, codes and policies.

POLICY GUIDELINES AND DEFINITIONS:

Work shall not start on any Unit remodel, upgrade, alteration, repair, replacement, reconstruction or modification without the prior written approval of the Woods Manor Board of Directors.

This Policy applies to all changes to a Unit, whether major or minor/cosmetic in nature. Unit is defined in Article 4.2, Woods Manor Declaration.*

- **Major Changes** include, but may not be limited to, any changes that breach and/or go beyond the Unit's interior unfinished surfaces of walls, floors, and/or ceilings (e.g. adding new electric lines, changing plumbing line locations, adding new plumbing lines).
- **Minor/Cosmetic Changes** include, but may not be limited to, any changes in the Unit's interior walls, floors (all floors must be carpeted except kitchen, bathrooms, unit entry and hallway areas unless adequate noise suppression is included and approved by the Board), ceiling surface, and/or upgrading existing plumbing, electrical, mechanical, fixtures and appliances.

Town of Breckenridge (TOB) Building Permits are required for Major work within a Unit. TOB permits are not limited to plumbing and electrical modifications.

Repair costs to all General and Limited Common Elements of a Unit Owner's change, approved by the Woods Manor Board, that is an enhancement from the original Woods Manor building construction shall be paid by the Unit Owner and all future Owners of that Unit.

Owners may not expand their Unit into the Woods Manor General Common Element areas or Limited Common Element areas. The General and Limited Common Elements belong to the Association (Articles 4.12 and 4.13 of the Declaration*).

Work on General Common Element areas and/or Limited Common Element areas shall be performed only by a contractor(s) hired by or approved by the Woods Manor Board of Directors.

UNIT HOMEOWNER'S RESPONSIBILITIES FOR REQUESTING BOARD APPROVAL:

Owners must contact the Breckenridge Building Department to determine if a permit(s) is required and then obtain the required permit(s).

****For Projects requiring Town of Breckenridge Building Permits**, an Owner must obtain the necessary permit(s) and submit copies of all TOB permits, written project specifications, plans and materials list to the Board. An Owner must also submit to the Board the name, address and phone number of all contractors hired by an Owner, together with the contractor's current TOB Business License. All submittals must be made to the Woods Manor management company.

For Projects not requiring Town of Breckenridge Building Permits the Owner must submit the name, address and phone number of all contractors hired by Owner, the contractor's current TOB Business License, and written project specifications, plans and materials to the Woods Manor management company.***

Review by Board. The Board shall have 30 days after receiving a full and complete package to review the proposed Project. A package is considered complete when it has all of the information specified above. The Board will then approve, disapprove or request modification of the Owner's Project. The Owner will be notified in writing of the Board's decision.

After written Project plans are approved, any change to the Project's specifications, plans or materials must be submitted in writing to the Board for written approval before any modified Project work begins.

WORK RULES:

Owners and the Owners' contractor and subcontractors shall comply with the following rules:

- All Project supplies and materials must be stored in the Owner's Unit or off Woods Manor property.
- Work is only permitted between the hours of 8:00 a.m. and 5:30 p.m. daily.
- Owner and the Owner's contractor, subcontractors and workers may not use the garages or other general common element areas of Woods Manor for construction work without the prior written permission of the Woods Manor Board.
- Any and all construction debris must be immediately and appropriately cleaned and/or removed from the Woods Manor property. Woods Manor dumpsters may

not be used for construction debris without the prior written permission of the Woods Manor Board.

- The Unit Owner is responsible for all repair and/or replacement costs for any damages caused by the Owner's project work that occurs to other Units, General Common Elements and/or Limited Common Elements of the Woods Manor Condominiums.
- The Unit Owner has the responsibility to inform the Owner's contractor, subcontractors and Project workers about these Rules and the requirement that they must follow these Rules, as well as all applicable written Rules and Regulations* of the Woods Manor Condominiums Association including but not limited to the "no smoking" regulations, pets not allowed in the buildings, and pets kept in the worker's vehicle at all times. Violations of these Rules, the Rules and Regulations* and this policy by Owner, Owner's contractor, subcontractors or Project workers can result in fines to the Owner.
- For projects that require TOB permit(s), upon completion of an Owner's Project, the Woods Manor Board shall receive from the Owner a copy of the "Certificate of Occupancy" and copies of all inspections to meet TOB building codes, and fire department inspections if applicable.

POLICY NONCOMPLIANCE:

Commencement of any Project without prior written approval by the Board shall result in written notification to stop Project work immediately. If work continues, the Owner shall be fined \$300.00 per day that work continues. In addition, the Board shall have the right to obtain an injunction preventing the work, the cost of which, including attorney fees, shall be paid by the Owner. Additionally, the Owner is subject to Article 22.4 of the Woods Manor Declaration.

POLICY APPROVAL:

This Remodel/Upgrade/Alteration/Replacement/Reconstruction Policy is adopted by the Woods Manor Board of Directors on May 15, 2014 and shall be in effect until amended by the Board of Directors of Woods Manor Condominiums. The Policy shall be binding on all Woods Manor Owners.

Woods Manor Board of Directors

*** DECLARATION, BY-LAWS AND RULES AND REGULATIONS**

Declaration, B-Laws and Rules and Regulations are posted on the Woods Manor website at www.woodsmanorcondos.com. Click on "Documents" to find "Declaration" and "Rules and Regulations."

**** TOWN OF BRECKENRIDGE PERMITS**

The TOB Building Department issues several different types of permits, depending on the requirements of the project. In general, if you are making changes, you will need a permit(s). It is the Owner's responsibility to obtain the necessary permit(s). If you are an Owner doing your own work, you probably need to pull building permits and mechanical permits. If you are working on behalf of an Owner, you must have a current Town of Breckenridge Business License, which can be requested from the TOB Clerk's Office. Contact the TOB Building Department at (970) 453-3180, if you have questions about the permit(s) needed for your project. The TOB website is www.townofbreckenridge.com.

*****WOODS MANOR HOA CONTACT INFORMATION:**

Address: P.O. Box 4863
Breckenridge, Colorado 80424
Email: directors@woodsmanorcondos.com