

Gramercy Place Condo Association, Inc.

UNIT MODIFICATION REQUEST

Date of Application: _____

Name of Owner (s):

Telephone: (Home) _____ (Cell) _____

E-Mail / Fax: _____

Anticipated start date: _____

Anticipated ending date: _____

Permission is requested to modify the above listed unit (s) as described in the accompanying "Description of Proposed Modifications" form. We have read and understand the Gramercy Place Condo Association document titled "Homeowners Guide for Repairs and Remodeling of Units" and are aware of the procedures, documentation, and restrictions contained therein.

We have engaged the following Contractor (s) / Contracting Company (s) to perform or supervise all work, to document all licensure, insurance, and liability requirements, and to satisfy all City, County, State and Federal permit and inspection requirements as described in the Gramercy Condo Association document titled "Rules and Guidelines for Contractors", a signed copy of which is attached.

Contractor (s) / Contracting Companies: _____

Contact Person (s): _____

Mailing Address: _____

Phone: _____

E-Mail / Fax: _____

The Homeowner acknowledges that any changes in the approved "Description or Proposed Modifications" that should become necessary or desirable at a later date will require separate and additional approval by the Gramercy Place Condo Association Board of Managers.

The Homeowner acknowledge that the Gramercy Place Condo Association Board of Managers and its designees will be granted access to the premises throughout the process in order to verify that the construction is proceeding in a manner that complies with the approved: "Unit Modification Request", and that there have not been any material deviations from the approved "Unit Modification Request". While the Gramercy Place Condo Association Board of Managers and its designees do not inspect to verify the quality of work, or compliance with the City, County, State, or Federal building and safety requirements, the Gramercy Place Condo Association Board of Managers reserves the right to inquire of or give notice to government officials concerning issues of safety or compliance with applicable building and safety rules and regulations.

The Homeowner further acknowledges that the construction documents on file with the Gramercy Place Condo Association Board of Managers and its designees are available for inspection by City, County, State, and Federal officials, the residents of Gramercy Place Condo Association, unit owners, and such other Board's sole discretion.

Signature of Owner (s): _____

Date: _____

Upon review of the above "Unit Modification Request" and other documents, approval is granted to proceed with the project as submitted. Note that if changes in or deviations from this plan are necessary or desirable, new approval will be required.

President, Board of Managers

Gramercy Place Condo Association, Inc.

DESCRIPTION OF PROPOSED MODIFICATIONS

Unit Owner (s): _____

Unit (s) to be remodeled: _____

Anticipated start date: _____

Anticipated ending date: _____

List modifications by area below and with reference to included drawings, blueprints, or CAD drawing. Append additional pages if necessary (Cautionary or informational comments including, but are not limited to, those listed in parentheses).

Balcony (limited common area, floor covering, weight limits, and other restriction apply):

Heating/Ventilation/Air Conditioning (restrictions and specialty licenses may be required, fire dampers may be required):

Plumbing may be contained within fire rated common areas, special permits and licenses may be required, list all ceiling, wall, floor penetrations):

Electrical (specialty licenses may be required, electrical penetrations of ceiling, walls, and floors may require fire rated boxes, caulking, etc. list all ceiling / wall / floor penetrations):

Bathroom (s) (exhaust fans are not allowed, removal of bathtub will require plumbing modifications and will penetrate fire rated areas, drum traps are to be replaced):

Kitchen (restrictions may apply to venting options, fire dampers, dishwasher drainage, sink traps, and supply valves; exhaust fan are not allowed):

Concrete floor / ceiling assembly: (Floors are coffered concrete with 10" joist on 24" centers bridged by slab of nominal 2 1/2" thickness. The floor and the suspended plaster ceiling below are considered to be an assembly, the penetration of either component of which may affect its fire resistance rating. List all floor / ceiling penetrations.)

Walls (pipe chase and ventilation shafts are fire rated, list all penetrations. Acoustic insulation is recommended on party walls): of adjacent walls:

Ceiling lights (penetrations may affect fire rating of ceiling assembly, fire rated fixtures may be required):

Doors (recommend considerations of handicap accessibility. If hallway doors are to be blocked on the inside, it is required that they are removed entirely and the hallway wall finished to match):

Windows (limited common area, restrictions may apply):

Clothes washer/dryers (though not approved at this time, consideration should be given to rough in plumbing and electrical connections if major bathroom renovation is to be performed. Drain only into sanitary stack.)

Other:

Gramercy Place Condo Association, Inc.

HOMEOWNERS GUIDE FOR REPAIRS AND REMODELING OF UNITS

For owners who wish to repair or remodel their units, the Gramercy Place Condo Association Board of Managers has established the following guidelines. Work described below under the heading MINOR REPAIRS does not require specific approval. More extensive work, under the heading MAJOR REPAIRS AND REMODELING PROJECTS, does require documentation and approval by the Board of Managers before work can begin. All projects are subject to the general HOUSEKEEPING RULES described at the end of this document.

MINOR REPAIRS

Home Owners may perform or have performed for them a variety of minor repairs as described below. These *do not* require prior approval.

- Painting, walls papering, caulking, and similar finishing work.
- Repair of nail holes and other small defects in plaster or gypsum board walls.
- Installation or replacement of carpet and padding. (Carpeting on balconies is NOT allowed.)
- Installation of hard flooring material, such as tile, stone, wood, or manufactured flooring, *but only* on interior floors (NOT balconies) and when laid over a manufacturer recommended acoustic barrier.
- Installation or replacement of bookcases, counters, partitions, clothes closet modifications, closet poles, or wall or floor mounted cabinets (kitchens, bath, etc.).
- Replacement of interior crown, base, or chair rail trim work, or of interior window treatment or blinds.
- Replacement of appliances, but only when *no* changes in existing plumbing, electrical wiring, or venting are required.
- Replacement of grills and diffusers on existing mechanical ductwork. This *does not* include fire damping frills or apparatus, or the installation of exhaust fans.
- Repair or replacement of defective plumbing fixtures, such as toilets, lavatories, and sinks, or of water valves or sink traps, provided alterations of existing pipe systems are not made and shut-off of building water supply is not required.
- Replacement of wall or ceiling mounted light fixtures. This *does not* include the installation of new recessed ceiling lights (can lights) or ceiling fans.
- Replacement of ordinary electrical switches, receptacles, where *no* alteration or extension of the existing electrical wiring is required.
- Replacement of low voltage devices such as doorbells and wiring for television, telephone, or computers.

This list is not inclusive. If questions should arise, please seek clarification from the Board of Managers. The General Manager is available to facilitate such communication. Owners are ADVISED that some tasks may be beyond the skill level of the average owner, in which case a qualified individual should be employed. Building employees may be available for some such work at a time and fee determined by the General Manager.

MAJOR REPAIRS AND REMODELING PROJECTS

Projects of this more intensive nature typically include the reconfiguration of a kitchen or bath, or the removal or relocation of interior walls. Any project requiring the opening of pipe spaces or ventilation shafts, the installation of new plumbing or electrical wiring, the removal of a bathtub, the penetration of ceilings or floors, modification of balconies, or the connection of two or more previously unconnected units will fall into this category. All such projects *require* approval of the Board of Managers before work can begin. The approval process requires the completion and administrative processing of the following three documents: the "UNIT MODIFICATION REQUEST", the "DESCRIPTION OF PROPOSED MODIFICATIONS", and the "RULES AND GUIDELINES FOR CONTRACTORS". It ends with the return to the homeowner of the original "UNIT MODIFICATION REQUEST" with the required acceptance signatures from the Board of Managers. Applicant should allow at least two weeks for administrative handling of their request to be submitted at the next meeting of the Board of Managers, held every third Thursday of each month.

The first step in the approval process is the completion of a "UNIT MODIFICATION REQUEST" available from the General Manager. In addition to identifying information for the owner and the unit number (s), and of all contractor (s), architects (s), or other individual (s) importantly involved in the project, this form requires a detailed description of the work to be completed. The latter will include detailed drawings or, if the project is extensive or complicated, professionally prepare blue prints or CAD drawings that will be retained on file. For the convenience of owners and contractors, building plans are available in printed or digital form from the General Manager. Special attention is to be given to tasks requiring licensed individuals, such as electricians, plumbers, or HVAC technicians. Special attention also is to be given to any penetrations of walls, ceilings, or floors that might affect fire rating requirements of the building structure. Permit and inspection requirements must be identified. Upon return to the General Manager, the completed form and plans will be reviewed by the General Manager for completeness and, if questions remain, a conversation or meeting with the owner, architects, and/or contractor will be arranged to resolve differences. The tentatively approved form and plans then will be forwarded to the Board of Managers for approval by the Building Committee or, if modification of common areas, balconies, windows, exterior doors, demolition of walls, ceiling, or floors, or possible penetrations of fire rated structure is planned, approval by the full Board of Managers.

As a supplement to the Modification Request, the contractor (s) performing or supervising the proposed work are required to acknowledge their receipt of "RULES

AND GUIDELINES FOR CONTRACTORS” form and their agreement to the obligations contained therein. These obligations include such items as proof of credentials and licensure, proof of Liability and Workers’ Compensation Insurance, and observance of Gramercy Place Condo Association rules and regulations regarding permits, inspections, work hours, sign in / sign out procedures, loading dock procedures, etc. This form is available from and is to be returned completed to the General Manager. It subsequently will be appended to the Unit Modification Request for submission to the Boards of Managers, as described above.

Depending on the nature of the repair and remodeling, some projects will require CITY, COUNTY, STATE, OR FEDERAL PERMITS and INSPECTIONS. The determination of what permits and inspection will be required can be complicated. This determination IS NOT THE RESPONSIBILITY OF GRAMERCY PLACE CONDO ASSOCIATION or of the GRAMERCY PLACE CONDO ASSOCIATION Board of Managers. It is the responsibility of the homeowner to engage a qualified contractor or other individual to make the determination as to what permits and inspections are required, and to provide evidence of compliance with all permit requirements to the Gramercy Place Condo Association Board of Managers. All permits required by law must be obtained before the Gramercy Place Condo Association Board of Managers can approve the Unit Modification Request. The permits must be on file with the General Manager before work can proceed. It is responsibility of the homeowner to verify that the contractors are in compliance with the Kansas Law with regard to Workers’ Compensation coverage. Homeowners are cautioned that they may be liable for loss or injuries to workers in the absence of such insurance.

The Board of Managers and the General Manager are not authorized to recommend or otherwise comment on specific contractors, contracting firms, or tradespersons. The choice of contractors, contracting firms, or tradespersons is strictly and solely the responsibility of the homeowner. Gramercy Place Condo Association Board of Managers are not parties to any contract between a homeowner’s contractors, contracting firms, or tradesperson.

HOUSEKEEPING RULES

To minimize inconvenience to other residents, all repair and remodeling projects are subject to the following general rules. Additional rules may apply to larger projects (see “RULES AND GUIDELINES FOR CONTRACTORS”).

- Repair and renovation work is restricted to the hours of 8:00 AM to 4:30 PM, Monday through Friday. No work is allowed on weekends or holidays. No exceptions without written approval of General Manager.
- Workers hired by homeowners are to enter and exit the building only through the ENTRANCE 10150 W. 96th Terrace, and are to sign in and out daily on the Commercial Log located nearby.

- Workers are to follow policies established by the General Manager regarding vehicle parking, scheduling of deliveries, storage of materials, and general cleanliness of operation.
- Removal of construction debris is solely the responsibility of the homeowner or contractor. This includes the cleaning of the hallways that are soiled in the process of transport of personnel and materials. In some cases, the use of floor runners and of enclosed trash carts is advisable. Construction debris MUST be removed from the site. Use of Gramercy Place Condo Association bulk trash containers for this purpose is not allowed.
- Noise and the spread of dust or odors are to be abated as much as possible. Exhaust vents are to be blocked, hall entry door thresholds sealed, and doormat or hall runners used as necessary. In some cases, active ventilation to the outside may be required.
- The falling of debris into opened pipe chases or ventilation shafts is to be prevented to the greatest extent possible. Should falling debris occur, the contractor may be responsible for the cleaning of vent dampers on all lower floors.
- Open drain or supply lines must be capped as soon as practical, even if shut-off valves are in place.
- If local shut-off valves are not already in place on all water pipes serving the unit being worked on, every effort should be made to install such valves during a scheduled shut-off of the supply stack. Failure to do so may result in a penalty if a later shut-off is required solely for that purpose.
- When pipe chases or ventilation shafts are opened in the course of the work, the General Manager should be informed so that an inspection can be made for damage, pipe condition, etc.
- If drum traps are exposed in the course of bathroom work, please contact the General Manager. It is the policy of Gramercy Place Condo Association to replace them at Builders expense.
- The finding of hidden problems or hazards is to be reported immediately to the General Manager.

Violations of these Guidelines may result in a Stop Work Order, Revocation of Approval of the “Unit Modification Request”, Exclusion of Contractor and Workers from the premises of Gramercy Place Condo Association, and such other remedial actions as are deemed necessary by the Gramercy Place Condo Association of Managers.

SPECIAL NOTICE: Authorization is given only for work specifically described in the original, approved “Unit Modification Request” and “Description of Proposed Modifications”. Any deviations from the original approved plans must be submitted for review and approval by the Board of Managers and in the same manner and with the same supporting detail, as the original Unit Modification Request. Work which deviates from the original approved Unit Modification Request SHALL NOT PROCEED until an amended “Unit Modification Request” has been approved by the Board of Managers. (Initial _____)

Contract (s) Acknowledgement

(Signature)

(Date)

Gramercy Place Condo Association, Inc.

RULES AND GUIDELINES FOR CONTRACTORS

Work at Gramercy Place Condo Association is subject to guidelines established by the Board of Managers. Communication between Contract and the Board of Managers shall be through the General Manager. Contract numbers are as follows:

Telephone: 913 438-1370 Fax: 913 438-2915

E-mail: gramercy@signaturepropmg.com

The following documents **MUST** be on file with the General Manager before work can begin:

- The homeowner's "UNIT MODIFICATION REQUEST" form, approved by the Board of Managers.
- The homeowner's "DESCRIPTION OF PROPOSED MODIFICATIONS" form.
- The Contractor (s) signed acknowledgement of receipt of the "RULES AND GUIDELINES FOR CONTRACTORS" form.
- Proof on file of all required contractor's and worker's credentials and licensure.
- Proof on file of contractor (s) Liability Insurance in the principle sum of not less than One Million Dollars (\$1,000,000) and Workers' Compensation Insurance (if require by Kansas law).
- Performance Bond if required by all applicable City, County, State, and Federal agencies.
- INSPECTION REPORTS required by all applicable City, County, State, and Federal agencies, as the inspections occur.

The Following rules and instructions are to be observed by all contractors, workers, and other employees while on the property of Gramercy Place Condo Association:

- Working hours are 8:00 AM to 4:30 PM, Monday through Friday. No work allowed on weekends or holidays. No exceptions without the specific, signed approval of General Manager.
- Workers may enter and leave the building only through the entrance 10150 W. 96th Terrace.
- All contractors and their employees **MUST** sign the Commercial Log located near the entrance, upon arrival and departure.
- Parking instructions will be given by the General Manager. Vehicle identification may be required. Workers **MAY NOT** use parking accessible.
- The General Manager is to be informed of major deliveries.

- Workers are to follow policies established by the General Manager regarding vehicle parking, scheduling of deliveries, storage of materials, and general cleanliness of operation.
- Deliveries are the responsibility of the contractor and are to be made only to the property entrance during business hours.
- Unless directed otherwise by the General Manager, all delivered materials are to be taken immediately to the work site. The Building has a limited number of carts. These are available to contractors only with permission of the General Manager.