

Scottsdale Shadows Regime II, Inc.
RENOVATION POLICY AND FORM

CITY OF SCOTTSDALE BUILDING DEPARTMENT

Owner is solely responsible for ensuring that all necessary permits are obtained from The City of Scottsdale Building Department prior to commencing any work. A copy of any/all required permits shall be submitted to the Association with the Owner's architectural request form prior to the Association rendering a decision.

ASSOCIATION CC&Rs

Owners shall be strictly responsible to ensure full compliance, including compliance by their contractors, sub-contractors and employees of the contractors and sub-contractors, of all provisions of the CC&Rs, as the same may be amended from time to time. Relevant provisions from the CC&Rs may include, but are not limited to, the following:

Section 2.3 Alterations. No co-owner shall without the written consent of the Council of Co-Owners make any structural alteration of his apartment unit or any portion thereof.

Section 2.5 Floor Covering Required. Each co-owner shall install and maintain at all times at his expense carpeting and/or approved sound conditioned floor covering on all of the floors in his apartment unit, except the kitchen and bath.

RULES & REGULATIONS

Owners shall be strictly responsible to ensure full compliance, including compliance by their contractors, sub-contractors and employees of the contractors and sub-contractors, of all Regime and RCI Rules and Regulations, as the same may be amended from time to time. Relevant provisions from the Rules may include, but are not limited to, the following:

- No moves or deliveries of large items may be made through the first floor lobbies, nor shall any of the lobbies be used as a workplace. (A "large item" is defined as too large to be carried by hand.)
- Care shall be taken to protect the hallway walls, carpets and elevators from dirt, stains, and other damage. Drop cloths and/or tarps shall be supplied by the Residents or their contractors, for use in the hallways and elevators.
- All workers, contractors, etc. shall leave the areas where they work clean and free from debris. If the workers use any of the service areas in the Common Elements, including the basements, stairwells or garages, they shall clean the area used at the end of each workday. Liquid substances in any form shall not be poured down drains in the laundry rooms or garages.
- No construction work by contractors or Residents shall commence in any building before 8:00 AM and all work shall cease by 6:00 PM. No work of any kind is permitted

on Saturdays, Sundays or Holidays.

- All workers, contractors, etc. are required to make every effort to limit the amount of noise while within the Regime. When work is being performed within a Unit, the front door, balcony and all windows should be closed in order to limit noise. All workers, contractors, etc. are prohibited from playing music, shouting and/or otherwise creating excessive noise. All workers, contractors, etc. are further prohibited from using the balcony, patio, hallway, etc. to perform any work, including, but not limited to, sawing, cutting, etc.
- The hallway outside of the Unit shall not be used for the storage (even on a temporary basis) of tools, work materials, refuse, etc. The garbage chutes in the Building shall not be used for the disposal of construction debris. RCI strictly prohibits the use of community dumpsters for construction refuse

ADDITIONAL INFORMATION

STRUCTURAL vs. NON-STRUCTURAL: If you have any questions regarding whether an alteration is considered structural, please contact the building administrator.

FLOORING: Pursuant to Section 2.5 of the Declaration, carpeting and padding are required in all areas of the Unit, except the kitchen and bath. In certain circumstances, hard flooring may be permitted in the hallway area, subject to the requesting Owner obtaining approval from and meeting all conditions set forth by the Board.

KITCHENS: Kitchen space may not be larger than 12'x12' unless approved in writing by the Board.

Approval to Contact Contractor: By signing below, I grant authorization to the Building Administrator and any/all Board Members to contact any/all contractors referenced herein for the purpose of verifying the information contained herein.

ACCEPTANCE BY OWNER

Print name

Signature

Unit address

Telephone Number

Email Address

PROJECT AND CONTRACTOR REGISTRATION FORM

Owner and Contractor understand and agree that liability for damage to RCI or Regime Property (Common Areas/Common Elements) caused by a contractor, owner or their respective agents shall be the sole and joint responsibility of the Owner and Contractor. An Owner doing work in their Unit is considered a Contractor.

BUILDING:_____ UNIT:_____ ASSOCIATION: REGIME II

OWNER NAME:_____ PHONE:_____

CONTRACTOR NAME: _____ PHONE: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR LICENSE NUMBER: _____

CONTRACTOR PROOF OF INSURANCE: Attach proof of insurance, including name and contact information for Contractor's insurance company.

PROJECT MANAGER: _____ PHONE: _____

START DATE:_____ ANTICIPATED COMPLETION DATE: _____

NATURE OF WORK: _____

APPROVED BY: _____ DATE: _____

This form must be submitted to RCI office at least five (5) business days prior to work beginning for approval process to be completed.

Change Orders: All change orders during construction wherein material and/or contractor are revised must be submitted to and approved by the Building Administrator prior to proceeding.

Material list, specifications, etc. A material list, specifications and contractor information must be submitted at time of approval request. Receipts for material must be submitted upon completion of work before the deposit may be released.

Water shut off: 48 hour notice and \$30 payable to RCI. Water shut off for Regime II is Tuesdays and Thursdays. There will be no water shut off on Saturdays, Sundays or legal holidays except for an emergency.

Contractors Hours: Monday through Friday 8:00am to 6:00pm. No work is permitted on Saturdays, Sundays or legal holidays.

Permits: Permits are required with deposits prior to the approval of work to be done in advance. City of Scottsdale Building Department permits are required to be included with this request when applicable.

Fines: Please note fines may be issued for any Owner not conforming to these requirements. Fines may be withheld from your deposit or as dictated by the Regimes Fine policy.

OFFICE CHECKLIST

_____Form completed and signed by owner

_____Contractor information attached - include insurance forms

_____City of Scottsdale Building Permits - include copies for all permits as required

_____Proper deposit received

RCI and Regime II
7800 East Camelback Road, Scottsdale, AZ 85251
Phone: 480-994-0433, Fax: 480-423-9180

LIST OF CONTRACTORS

Contractor #1

Contractor Name

Phone

Contractor Address

Contractor License #

Attach proof of insurance, including name and contact information for Contractor's insurance company.

Contractor duties to be performed:

Contractor #2

Contractor Name

Phone

Contractor Address

Contractor License #

Attach proof of insurance, including name and contact information for Contractor's insurance company.

Contractor duties to be performed:

Please provide a separate page for additional contractors.

Scottsdale Shadows Regime II, Inc.

PROJECT COMPLETION FORM

This form must be completed and submitted upon completion of your project. Your deposit will be withheld if this form is not completed and submitted upon completion of your project. Your deposit will be returned once the building administrator has reviewed and approved.

BUILDING: _____ UNIT: _____ ASSOCIATION: REGIME II

OWNER NAME: _____

OWNER PHONE: _____

CONTRACTOR NAME: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE: _____

PROJECT MANAGER: _____

PROJECT MANAGER PHONE: _____

ACTUAL COMPLETION DATE: _____

ACTUAL WORK COMPLETED: _____

OFFICE CHECKLIST

____ Form completed and signed by owner

____ Receipts for material, as required

____ City of Scottsdale Building Permits - inspector approval, as required

APPROVED BY: _____ DATE: _____