

Remodeling Guidelines	Campus Walk Homeowners Association Board of Directors Meeting Revised June 2016
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June 2016

Campus Walk Condominium Homeowners:

With the new school year fast approaching, this is the time that many of you are considering remodeling or refurbishing. With that in mind, we would like to remind you all of the CC&R's (Article 4, Section 4.3).

If you are planning a minor or major remodel, please be sure to follow the guidelines carefully. A remodel is defined as any job that includes structural, electrical or plumbing alterations. These guidelines have been set forth to protect you, the Association and your neighbors. It states in these guidelines: "The Board is to sign-off *prior* to processing permits and it is the responsibility of the homeowner, or its agent, to be sure all the required documents are filed with the On-Site Manager and that written permission has been received from the Board of Directors BEFORE work begins. Fines, work delays and/or stoppages can be avoided by being sure you are in compliance with the guidelines. It is also the homeowner's responsibility to make sure his/her contractor is licensed, has filed insurance papers with the On-site Manager's office signs and understands the On-site Construction rules. Failure to follow those rules may incur fines and work stoppage.

Any changes to the original plans or materials approved by the Board need to be reviewed by the Board. Revised plans should be sent to the Board with the changes clearly indicated. The Board will work quickly to review the changes and get back to you. Failure to advise the Board of any changes will result in stoppage of work and delay of your project. In order to keep a consistent appearance, new materials for the *exterior* of your condo must match what is being replaced.

If you are planning only to do cosmetic upgrades, it is requested that you give the On-Site Manager a schedule of when workers will be in your unit. This will be helpful with the security of the property. An example of the form to be filled out is also enclosed. As a security precaution it is strongly recommended that Management be notified of any moving in or out of large items.

Whether or not your repair or remodel requires a permit, any plumbing or electrical work **must** be done by a qualified licensed contractor and with a permit where required by the City of Tucson. Again, this is to protect us all.

Because we are a small property and what we do impacts the comfort of those around us, please be respectful of your neighbors during your project.

Thank you,  
Your Board of Directors

## *Campus Walk Remodel Rules*

1. Write a letter to the Board of Directors requesting permission to undergo remodeling (i.e. plumbing, electrical or structural alterations are included in the scope of work). Please provide the following materials. Omission of any of the following may delay the start of your project:
  - a. Schematic drawings of the unit and planned changes
  - b. Name of currently licensed contractor(s) and their proof of insurance if not already on file.
  - c. Signed agreement from each contractor regarding our on-site work rules. These on-site work rules apply to anyone working in a unit, including the homeowner.
  - d. Anticipated length of work.
2. Plumbing and electrical repairs or remodeling require the use of a licensed contractor and permits as required by the City of Tucson.
3. **Installation of new air conditioning units – must have permit from City and installed by licensed /bonded HVAC contractor. Certificate of insurance reflecting the Association as an additional insured must be provided PRIOR to work. Workers to stay away from marked “caution” areas on roof. Association to be advised if worker(s) must enter “caution” area PRIOR to install. Contractor may be held responsible for any compromise to roof drains and subsequent damage.**
4. In order to maintain consistency, new materials that can be seen from the exterior of the unit must match what is being replaced.
5. Await Board approval prior to commencing work consistent with Article 4, 4.3.4 of the CCR’s. Plans presented to the City for permits must be exactly the same as those presented to the Board for approval.
6. Homeowners will receive an approval letter from the Board with a place for his/her signature which must be signed by the homeowner and on file before work can begin.
7. All permits, schematics and signed agreements must be on file with the On-Site Manager prior to work commencing.
8. ANY changes to the original plans or materials submitted to the Board and the City for permits must be resubmitted to the Board with all changes clearly indicated for Board approval. The Board will work as quickly as possible to review and approve the changes in order to keep any delays to a minimum. Failure to notify the Board of changes not submitted in the original plans will result in stoppage of work and delay of your project.
9. Homeowners must be able to be contacted during a remodel project. If for any reason the homeowner cannot be contacted, the homeowner must appoint an agent that can make legal decisions and provide the Association with that agent’s name and contact information. The Board will not be held responsible for any stoppage or delay if necessary contact cannot be made.
10. Upon completion of your work, you must place on file with the Resident Manager the following:
  - a. Signed off permits from the city
  - b. Updated schematic drawings detailing all work as completed
  - c. Copy of approval letter with signature acknowledging terms of approval.
11. Should the City require outside consultants (engineers, architects, etc) in order to evaluate/approve an owner’s alteration to common elements, the owner will be responsible for contracting and/or paying for such services.

## *Campus Walk Remodeling Construction Approval Agreement*

1. All permits, proof of insurance, schematics and this signed agreement must be on file with the On-Site Manager prior to work commencing.
2. Work on property shall be permitted from 8:30 a.m. to 5:30 p.m Sunday through Saturday.
3. All contractors are required to meet with the On-Site Manager. The contractor will be advised of parking, set-up location and designated areas for tool clean-up. On-site manager will check out gate key to contractor.
4. All sawing and power tool operations must be accomplished either in the unit or off property. Contractors are not permitted to utilize common areas, (i.e. sidewalks, parking area, etc.), for work areas unless otherwise authorized by the On-Site manager, provided there is no unreasonable disturbance to, or objection from, adjacent residents.
5. All demolition material shall be disposed of off-property. On-site dumpsters are for everyday garbage only. No drywall, carpet, the cement sacks, plumbing remains or discarded furniture can be disposed of in the on-site brown refuse containers. The green Waste Management container located in the middle edge of parking lot belongs to the Fraternity NOT Campus Walk.
6. Absolutely no disposal of any material over railings, solid or liquid, will be tolerated. This will result in an immediate fine of not less than \$100 and up to a maximum of \$1000 to the unit owner per occurrence.
7. No cement, paint, or grout waste can be disposed of in the plant material, sidewalks or parking areas.
8. Failure of any person working in any unit to follow rules as described above will result in fines of not less than \$100 and up to a maximum of \$1000 per violation to the unit owner.
9. Remodeling Fines Schedule is attached.

**My signature below indicates that I have read, understand and agree to comply with the rules listed above.**

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**Contractor**

**Date**

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**Homeowner**

**Date**



*Campus Walk Condominiums*  
1870 W. Prince Road, Suite 47  
Tucson, AZ 85705

*Remodel Approval Letter*

Date:

The Board has reviewed your plans for your upcoming remodel and has granted approval for work to begin. You may now take your plans and this signed letter to the City for permits if necessary. Any plumbing or electrical work must be done by a currently licensed contractor. Plans presented to the City must be exactly the same as those approved by the Board.

If there are ANY changes to your original plans or materials, please supply the Board with a copy of the plans with the changes clearly indicated for approval. The Board will make every effort to approve the changes quickly so there will be little or no delay in your project. You may E-mail these changes to the on-site Manager at [dtolton@cadden.com](mailto:dtolton@cadden.com).

Your signature is required on the Construction Approval Agreement along with your contractors or anyone working in your unit, including homeowners doing work for themselves. Please be advised that strict adherence to CCR's, house rules and remodel rules will be enforced. Please make sure you have read these rules as they have been recently updated and revised. Copies will be supplied for you if you do not have them.

If for any reason you cannot be contacted during your project, you must provide the Association (via the On-Site Manager) the name of your agent capable of making legal decisions in your absence. Failure to do this could cause a stoppage in work and costly delays for which the Board will not be held responsible.

**SPECIAL INSTRUCTIONS OR STATEMENTS GO HERE....**

This letter with your dated signature must be on file with the On-Site Manager prior to work beginning in your unit. If there are any questions, please do not hesitate to contact the Board. We wish you good luck and happy remodeling!!

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**President, Campus Walk Board of Directors**

**Date**

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**Homeowner**

**Unit #**

**Date**

## *Fines*

### *As Related to Violations of Remodel Guidelines and Construction Agreement*

1. Violations will be verbal, followed by written correspondence, from the On-Site Manager, Managing Agent or Board Representative to the contractor and then on to the homeowner or homeowners' agent. It is the homeowner's responsibility to correct all noted violations and the fines assessed will be the homeowner's sole responsibility.
  - a. FIRST violation notice constitutes a warning and outlines the problem areas and compliance requirements.
  - b. SECOND violation notice of the same offense will carry a minimum of \$100 fine.
  - c. THIRD notice of same offense will carry a minimum of \$250.00 fine
  - d. FOURTH notice of same offense will carry a minimum of \$500.00 fine. If owner is not in compliance fine will continue at a minimum of \$500.00 per day until owner demonstrates compliance or in order to remedy the violation. Legal Action is taken by the Board. Amount of per day fine will be assessed at the same amount as fourth violation fine.

The Board reserves the right to assess fines to a maximum of \$1000 depending on the severity of the violation. Homeowners, upon notification, have ten (10) days to respond and refute the fines.

**Fines are automatically added to homeowner's fees and when dues are paid, fines will be deducted prior to monies applied for HOA dues.** Failure to pay fines will result in non-payment of homeowner's fees and are subject to all legal ramifications.

The Homeowner may request that the Board reconsider such recommendation. The Owner shall submit a written request (Petition) within 10 days from the date of the receipt of the Notice of Fine. Such Petition shall state with specificity all relevant facts, which the Owner believes, refute the Compliance Committee's decision. The Board shall review the Petition and convene a hearing to review the Owner's Petition of which the Owner shall be notified of the date, time and place by certified and first class mail. The meeting will be held in executive session and the Owner shall be entitled to make a presentation as to why the Board should withdraw the Notice of Fine. After the presentation, the Board shall make a finding as to whether the fine/penalty remains in effect, is modified, or is rescinded. The Board shall send written notice to the Owner of its decision and such decision shall be final and binding on the Owner.