

River Bank Lofts – Remodeling/Structural Changes

Reference Guide and Project Approval Request

The following rules pertain to construction and remodeling projects for units within the River Bank Lofts condominium property, located at 550 North Kingsbury, Chicago. Other requirements or restrictions may also apply, based on the nature and scope of the proposed project. Please contact the Property Manager with any questions.

Requests for approval of proposed remodeling projects, within units and on rooftop decks, which include any structural or mechanical changes, must be submitted to the Board **PRIOR** to the beginning of any work. The review package should include the following exhibits: complete plans of all proposed work, materials being used, load restrictions (roof decks), estimated schedule and contractor information. The Board may require an architectural or engineering review from an outside consultant, the cost of which will be borne by the unit owner requesting approval.

Given the age and type of the building, remodeling must be done with great care. Damage to common elements during construction is the responsibility of the Unit Owner.

Compliance with the following procedures is required:

- 1) A deposit will be required for all structural or mechanical projects. The Board will determine the amount of the deposit based on the scope of work, which shall in no case exceed \$2,000. Common areas will be inspected when the work is completed.
- 2) All contractors hired, must be properly insured for general liability, property damage and workmen's compensation. A certificate of insurance must be providing to the Board, which names the Association, the Board and the Management Company as additional insured. No elevator time will be scheduled for deliveries unless the required certificate of insurance has been provided to the Management Company.
- 3) Deliveries must be scheduled with door staff or management office.
- 4) When contractors or workmen are scheduled by a Unit Owner, he/she should be present to admit them to the unit. Otherwise, arrangements must be made for someone else to admit them. The Building Engineer may only admit workmen to a unit with written authorization from the Owner if no one else is available to do so.
- 5) Contractors and workmen must sign in with the door staff and provide a photo ID. The workmen will be provided with a contractor ID which they must wear at all times in the building. Upon completion of the day's work, the workmen must turn in the contractor ID and their photo ID will be returned.
- 6) Work is permitted Monday through Friday, 8:00 a.m. to 7:00 p.m. and Saturday, 10:00 a.m. to 2:00 p.m. No work may be performed on Sundays, other than emergency work that has been authorized by the Management Company or the Board.
- 7) Written notices shall be given by Owners to adjacent neighbors (above, below and next door), prior to starting the work, so that they may be made aware of what will take place, how long it will last and what the potential impact will be.
- 8) All debris must be removed from the premises by workmen and common areas must be left in their original condition. The maintenance staff will not be responsible for such tasks. Any costs incurred by the Association for cleaning, repairs or debris removal resulting from a Unit Owner's construction project will be charged to the Owner's assessment account.

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9) BUILDING KEY CARDS/FOBS MUST NOT BE GIVEN TO WORKMEN.

- 10) In order to maintain the integrity of the facade, no physical alterations to windows and balconies will be allowed.
- 11) In order to maintain the integrity of the facade, no physical alterations to roof deck and patios will be allowed without prior Board approval.
- 12) City permits are required and must be provided to the management company prior to construction.
- 13) Flooring specifications must be provided to management/Board for approval.

THE BOARD, AT ITS SOLE DISCRETION, WILL IMPOSE APPROPRIATE FINES AND/OR OTHER SANCTIONS AGAINST ANY UNIT OWNER WHO CONDUCTS OR CONTRACTS FOR WORK WITHOUT BOARD APPROVAL, OR FOR VIOLATION OF ANY APPLICABLE RULES OR REGULATIONS.

Please complete the information below and submit this form to the Property Manager along with any applicable materials or exhibits, retaining a copy for your records.

I have received, read, understood and agree to comply with the requirements above.

Signature _____ Name (print) _____
Unit # _____ Phone # (day) _____ (eve) _____
Contractor _____ Phone# _____
Anticipated start date _____ Completion date _____
Date submitted to Board for approval _____

To be completed by RBL management:	
Preliminary disposition date _____	<input type="checkbox"/> Project approved <input type="checkbox"/> Project denied
Stipulations/Reasons _____ _____ _____	
<input type="checkbox"/> See attachments	
Date certificate of insurance received _____	Date permits received _____
Required fees/deposits \$ _____	Date received _____
Date all required documents/materials received _____	
Date of final approval _____	
Property Manager _____	
Board representative _____	