

Twin Rivers Owners Association Unit Modification Rules

These Unit Modification Rules describe the manner in which unit owners are allowed to make modifications to their units.

Association Common and Limited Common Property

Unit owners are reminded that building structure, subflooring, plaster walls and ceilings, insulation, and the utilities located inside walls, ceilings and floors are Association Common Property. Decks and deck storage sheds are Association Limited Common Property.

Unit Owner Property

Unit owners are reminded that paint, wall coverings, trim, appliances, cabinets, flooring, electrical and plumbing fixtures, windows and window screens, window coverings, interior and exterior doors (including deck shed doors), and front and deck lighting fixtures are property of the unit owner.

Association Architectural Standards

The Association will be establishing Architectural Standards which describe acceptable standards for owner property which is visible from the outside, including exterior doors, windows and window screens, window coverings, and exterior light fixtures. As of May 2010, the only Architectural Standards available are the Window and Door standards.

Unit Modifications

Unit owners are allowed to make changes to Association Common or Limited Common Property only with the express written consent of the Association.

Unit owners are allowed to make changes to exterior doors and windows described in the Architectural Standards only with the express written consent of the Association. Unit owners are allowed to make changes to other owner property described in the Architectural Standards without express written consent of the Association as long as the Architectural Standards are met.

Unit owners are allowed to make changes to unit owner property not otherwise described in the Architectural Standards without express written consent of the Association.

Unit owners are reminded that the Association Bylaws and Association Rules and Regulations indicate that any damage to the Association Common or Limited Common Property caused by the owner or the owner's guest (including contractors) shall be

repaired at the expense of that unit owner. As such, the Association recommends unit owners consider using licensed, insured contractors for unit modifications.

Unit owners are reminded that many unit modifications require Building Permits from the Town of Fraser. It is the responsibility of the unit owner to seek out, apply for, comply with, and close any and all Building Permits.

Unit owners requesting expressed written consent of the Association for Unit Modifications must fill out and submit the following form with any attachments to the Association management agent, Mountain Chalet Property Management, Inc. (mail to PO Box 869, Winter Park, CO 80482 or fax to 970-726-9620 or email to info@mountainchaletpm.com). Upon determining that the request is complete, the managing agent will present the request to the Association Board for approval. No Unit Modification requiring express written consent of the Association may be started until consent is granted. Unit owners shall allow at least two weeks for consent of the Association.

**Twin Rivers Owners Association
Unit Modification Request Form**

Twin Rivers building and unit number _____

Unit Owner Name, home address, email address, phone numbers (home and cell)

Brief description of work requested to be done, sketch or drawing attached:

Proposed start of Modification (date) _____

Proposed completion of Modification (date) _____

Type of Unit Modification (check one):

_____ Unit owner is requesting Preliminary Association Consideration before any design work, contractor engagement, building permit, etc., are pursued. Unit owner understands that Preliminary Association Consideration does not mean the Association consents the modification, but means the Association will consider the unit modification for later consent. Preliminary Association Consideration is recommended when planning the Unit Modification might be a costly investment of time or money and the unit owner doesn't want to make that investment unless the Association will consider the modification.

_____ Unit owner is requesting Association consent for modifying Association Common Property, Association Limited Common Property, or specific unit owner property.

Request for Association Consent; Building Permits (check one):

_____ City of Fraser building permit is required and a copy is attached. I agree that I will provide the Association with a copy of the closed permit no later than 3 months from the date of the expressed written consent of the Association.

_____ City of Fraser building permit is not required.

Request for Association Consent; Identification of Contractor (check one):

_____ Work will be done by unit owner and I have sufficient liability insurance.

_____ Work will be done by contractor. Contractor name, address, phone number, copy of contractor license, and copy of Certificate of Liability Insurance and Colorado Workman's Compensation Insurance is attached.

Unit owner and contractor (if any) agree:

- 1) That work will not begin before 8:00am nor end after 6:30pm each day.
- 2) To comply with the Twin Rivers Owners Association Trash Guidelines. If required by the Trash Guidelines, a separate dumpster for disposal of construction debris will be on site before any trash leaves the unit.
- 3) To daily clean up any debris or mess on Association Common Property, to not store any equipment, materials, wires, vehicles, nor other items on Association Common Property, and that all ladders will be removed from Association Common Property at the end of each day.
- 4) That building entrances will not be blocked during Unit Modification.
- 5) To notify, immediately, Mountain Chalet Property Management of any damage caused to Association Common Property or Limited Common Property and I understand that the unit owner and contractor (if any) is liable for the repairs of damage to any Association Common Property or Limited Common Property, whether covered by my insurance policy or not.
- 6) To perform work only on the project(s) described herein. I will seek consent from the Association for additional work discovered to be done unless it is an emergency and work must be accomplished to protect the integrity of Association Property or for health and safety of the owners or owners' guests, in which case I will notify the Association of such emergency work immediately upon completion of that emergency work.

I agree to the above.

Unit Owner Signature

Date

Contractor Signature

Date

(For office use)

Association will consider modification within 1 year:

Management Agent

Date

Association consents to modifications, which must be completed in 3 months:

Management Agent

Date

Rules Approved: 29 May 2010