

# **Remodeling and Construction Rules and Guidelines**

The following rules and regulations have been established in the best interest of the unit owners and residents of Marina Towers. Your cooperation in following and helping to enforce these guidelines is required.

## **General**

1. Contractor work in the units shall only be conducted between the hours of 9:00 am and 5:00pm Monday through Friday. Work may be conducted on Saturdays from 10am until 5pm with prior approval. No contractor work may be conducted on Sundays or National holidays. Owners are permitted to conduct work on Saturdays, Sundays and National Holidays between the hours of 10:00 am and 5:00pm
2. The owner must provide authorization for workmen to enter the unit if the office is to provide a key card to them. A \$20 deposit will be required for each key card issued. Only authorized contractors will be admitted into the building – as provided by the list of contractors included in the application for construction. Owner must schedule the service elevator through the Management Office for the delivery of large materials. Service elevator availability is on a first come basis.
3. In order to prevent damage to the common areas, appropriate protective floor covering must be laid neatly down the corridors and in the elevators while construction items are being transported through the building. Interior walls and doors must also be protected from potential scratches or damage. All protective floor covering must be removed at the end of each working day and all debris vacuumed nightly by the contractor. A charge will be assessed to the unit owner if any clean-up has to be completed by the building personnel.
4. Contractors must deliver all materials in the loading area at Marina Level then proceed to park their vehicle in either the designated contractor parking of the Marina Level or on the street. Contractor parking passes to the designated contractor parking area can be purchased from the management office. No vehicles shall be permitted to park in the loading dock area. No contractor shall be permitted to walk through the lobby with any tools or material at any time. Contractors shall only be permitted to use the service elevator
5. All construction waste and debris must be placed heavy duty garbage bags and placed in the garbage dumpsters at the marina level or hauled away. Carpeting and pads must be removed from the building.. Management Office should be contacted for instructions on disposing of old cabinets, appliances and fixtures. The use of the garbage chute for disposal of construction materials and carpeting is strictly prohibited.

6. Any damage whatsoever that is caused to the building or to any other units as a result of work performed in the unit being remodeled, shall be repaired at the owner's expense.
7. The owner is responsible for securing all required permits.
8. All work performed shall be in accordance with City of Chicago codes for high rise residential buildings
9. All work is subject to inspection by the building personnel or its agent. The building Management reserves the right to stop or cause to delay any work which has not been approved or which deviates from the approved plans.. All open walls where electrical or plumbing work was conducted must be inspected by the management office prior to closing.
10. Owners must complete and submit an application for construction which must include the following:
  - a. Drawing or plans of the proposed work together with a narrative description of each modification
  - b. Proof that contractors that are being employed carry the proper licenses for the work they are performing.
  - c. A certificate of liability insurance naming Marina Towers Condominium Association and the managing agent as additional insured.
  - d. A completed indemnification agreement signed by the owner and the contractor indemnifying the MTCA from any damage or liability or any action brought by any governmental authority alleging violation of any applicable building, zoning, environmental, licensing or other laws or ordinances
  - e. Copies of all required/pertinent city permits. The owner and or contractor shall be required to investigate whether any city permits are required for the proposed work
11. The Board of Director or its designee shall review and approve all construction applications and such approval shall not be unreasonably withheld. The Board shall not be liable to the owner or any third party in connection with the review. In addition, the board's approval of any alterations shall not be construed as a warranty or as an acknowledgement of the sufficiency of such alterations. Further, the Board's approval shall not be construed as a waiver of any requirements herein. If the Board determines that outside engineers or architectural consultation is necessary, the owner shall be responsible for any cost incurred for such services.
12. Once the Board, or its representative, has approved the application for construction. A construction permit will be issued by the Management Office and must be posted on the front door during the construction period.

13. Should construction exceed the time period requested in the original construction application, a written request for an extension must be made to the Management Office.
14. It is recommended that owners consult with the Management Office before having plans prepared, to ensure that the plans do not include **the following changes, which are prohibited:**
  - a. Cutting or channeling of any concrete columns
  - b. Cutting or channeling of any floors or ceiling deeper than  $\frac{3}{4}$  inch without prior approval
  - c. Changes to the water/waste risers.
  - d. Changes to the location of toilets
  - e. Changes to the electric circuit breakers or T.V. cables and equipment.
  - f. Alterations to vents or exhaust
  - g. Alterations or removal of any exterior windows or exterior window assembly. There shall be no removal of any parts or screws to the window aluminum frame assembly. There shall be no drilling or attaching brackets to the horizontal metal cover plate that encloses the space between the window wall assembly and the concrete ceiling.
  - h. Alterations to the existing heating and air conditioning system, other than the repair or replacement of the existing units.
  - i. Removal of balcony dividers
  - j. Removal or disabling of automatic door closers from hallway entrance doors
  - k. Removal, disabling or bypassing of any hot water heater safety valve. The hot water safety valve is the small pipe that connects the hot water heater to the sink. Hot water heater replacement or reconfiguration must include a safety relief valve hose connected to the sink.
15. Any cost of reconforming any unapproved alterations, additions or improvement to the common element or limited common elements shall be charged to the unit owner. If the time of an Association employee is used to reconform such alterations, additions or improvements, the time of such employee will be charged to the unit owner. The Board may elect to employ an outside contractor to perform such work, in which case the cost of that contractor's work will be charged to the unit owner.
16. Unit owners will be subject to fines for any unauthorized or unapproved work. The fines schedule can be found in the MTCA Rules & Regulations.

## **Floor Covering Requirements**

Owners may not install hard floor covering without adequate sound deadening insulation between the covering and the concrete. All flooring, except in bathrooms, must conform to the specifications listed below.

- a. Carpeting must be placed over at least 31 ounce 3/8" foam rubber, or 80 ounce sponge rubber, or equivalent sound resistance padding
- b. Floating laminated flooring (Pergo or equivalent) must be installed over sound conditioned felt or foam padding.
- c. Engineered glue down tongue and groove wood flooring must be installed over a minimum of 1/4" of dense corkboard adhered to the concrete.
- d. Hardwood and parquet flooring, or similar materials must be installed over a minimum of 3/4" plywood properly applied with either a sound conditioned felt or foam sound resistance padding on both top and bottom, or over a minimum of 1/4" dense corkboard adhered to the concrete.
- e. Natural marble, flagstone, ceramic tile, granite and similar materials shall be installed over a minimum of 1/4" dense corkboard adhered to the concrete.

## **Balcony alterations**

Balcony alterations are limited to the following:

- a. The balcony railings may only be painted gloss black
- b. The exterior of any original balcony door may only be painted black
- c. Balcony doors may only be replaced with MTCA approved glass doors
- d. Balcony dividers may not be removed or otherwise modified. They may only be painted gloss black
- e. Balcony ceilings may only be painted modac beige (#1106 – see management office for specifications)
- f. Balcony Floor may only be painted with MTCA approved paint of the same color as balcony ceiling
- g. Balconies may only be carpeted with one of two board approved balcony carpet colors. Samples of the approved carpet colors are available at the management office.

Balconies may not be covered with any materials other than Board approved carpets and paints. Decks or any other type of floor coverings are strictly prohibited.

## **Plumbing Requirements**

- a. All plumbing work is to be completed by a licensed plumber in a safe and workman like manner and in accordance with all code requirements.
- b. The Chief Engineer or Assistant Chief Engineer for the building must be present when the actual work begins.
- c. The relocation of any water risers, waste lines, or venting stacks is strictly prohibited.
- d. All connections made to the building venting or plumbing system must be pre-approved.
- e. Individual shut off valves are required for newly installed fixtures
- f. High Pressure shut-off valves specifically designed for high rise usage must be installed
- g. Any drain line that exceeds a five foot run from the fixture to the main waste line is required to be properly vented, and should include a clean out.

## **Water Riser Shut off Procedures**

- a. Water riser shut off fee is \$75.00 for the first ½ hour plus \$75.00 for each additional ½ hour and will be billed to the unit owner
- b. Water riser shut offs are scheduled on Tuesday, Wednesday, and Thursday between the hours of 10:00 am and noon. There are no exceptions
- c. Requests for water riser shut off should be submitted to the Management office for scheduling with the Chief Engineer or Assistant Engineer, with a minimum of 48 hours prior notice. Request must include the reason for the water shut off. This will determine if a construction application is required for approval.
- d. Owner should inform plumber that they must be on site by 9:00 am. If the plumber is not on site by 10:00 am, the management will cancel the shut off for that day.
- e. Plumber must have all materials and tools on site and ready prior to the water shut off. For liability reasons, the building staff will not supply any materials, nor will they assist plumber with any plumbing work.
- f. Only one riser will be turned off or scheduled per work day.

## **Washer/Dryer Installation**

In-unit laundry facilities may only be installed with the express approval of the board of Directors.

### **Washer**

The main concern regarding washers concerns preventing utility drain overload, which can cause leaks and permanent plumbing system damage. It is essential to ensure that the washer water evacuation can be drained without overloading the drainpipes with excess water, suds or lint.

Washers may be installed provided that the waste water hose evacuates into either a utility sink that can hold at least the entire water load of the machine, or the bathtub. All evacuation hoses must be equipped with a proper lint trap. Direct connection of any evacuation lines to kitchen or bathroom drain lines is strictly prohibited. Washers cannot be installed concurrently with dishwashers, or any other water appliances to the same drain line

Washer model and specifications must be included in the construction application for board approval.

Accessible shut-off valves for the water lines must be installed.

Improper evacuation of washer waste water or improper lint prevention can cause sludge build up in the building plumbing system leading to serious damages to the building as well as to the plumbing in other units. Unit owners will be subject to heavy fines for improper or unauthorized washer installations.

### **Dryer**

An electric dryer should use the electric supply originally intended for the stove or oven, and may not exceed the presently available load capacity. Connections must meet all applicable code requirements. Interior vented dryers must be equipped with adequate lint filtering and moisture controls for the square footage of the apartment. Vented dryers must be connected to the column vent lines.

Dryer model and specifications must be included in the construction application for board approval.