

APPENDIX A: GENERAL CONSTRUCTION RULES

MTCA General Construction Rules

The purpose of these rules is to encourage owners to invest in the maintenance and renovation of their units, while ensuring that the work conforms to the applicable building codes and does no harm to the common elements of the building.

1. Construction.

a. Contractors may work in units only between the hours of 9:00 and 5:00 pm. Monday through Friday. Work may be conducted on Saturdays from 10am until 5pm with prior approval. No contractors may work in units on Sundays or National holidays. Owners are also permitted to conduct work on Saturdays, Sundays and National Holidays between the hours of 10:00am and 5:00pm

b. The owner must provide authorization for workmen to enter the unit and they must purchase a key card or fob and provide Management with a set time period that the common area key will remain activated and used by the workmen. Contractors must report to the Management Office to obtain an escort to the Contractor Parking Lot. Prior to parking their vehicle, Contractors must either pay a parking fee or receive approval from the Unit Owner to have the fee billed to the unit. A charge will be required for each building-entry key card issued. Only contractors authorized by the owner in this process will be admitted into the building. The Owner must schedule the service elevator through the Management Office for delivery of large materials. Service elevator availability is on a first-come basis.

c. 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, doors and light fixtures 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. No materials, tools or carts, and the like are to be placed or stored in any common area hallway, stairway, etc.

d. Contractors and Unit Owners doing their own construction must deliver all materials in the loading area at Marina Level and 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 or owner 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.

e. All construction waste and debris must be placed in heavy-duty garbage bags in the garbage dumpsters at the Marina Level or hauled away. Any materials deemed as hazardous

should be appropriately disposed of offsite. 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. No construction waste or materials may be disposed of through unit plumbing or janitor drains.

f. Any damage whatsoever that is caused to the building, common areas or to any other units as a result of work performed in the unit being remodeled, shall be repaired at the owner's expense.

g. The owner is responsible for securing all required permits and MTCA reviews.

h. All work performed shall be in accordance with City of Chicago building code.

i. All work is subject to inspection by the building personnel, its consultants, or its agent. Any costs incurred by the Association for same shall be the responsibility of the owner. 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. Work must also be inspected after dividing wall between units is restored but before cabinets, etc. are installed. There is also a final inspection at the completion of the project. The Unit Owner will be liable for the cost of re-inspecting work that previously did not pass inspection.

j. The Association reserves the right to repair common elements made accessible during a renovation, such as the "Y" trap at the kitchen sink and/or risers in the bathroom at Association expense.

k. Contractors and their workers may not smoke in the building or on the balcony. The Unit Owner is responsible for workers violating Association rules and may be fined.

2. Construction Categories.

Category A – Decorative, Updates – No Construction Application Required

1. Painting with only minor patching and sanding.
2. Installation of new carpeting over original tile or replacement of existing carpeting with new carpeting.
3. Replacement of existing appliances not requiring any modification to existing cabinetry, plumbing, electrical, or exhaust.
4. Repair or replacement of existing faucets or showerheads.
5. Replacement or installation of wall tile in bathroom and kitchen areas.
6. Replacement of existing light fixtures in the same location.
7. Installation or replacement of window treatments.
8. Repair or replacement of existing interior doors and/or door hardware.

Category B - Minor Updates – Construction Application Required.

These projects may include items from Category A in addition to any one of the following:

1. Modification to walls and doors including;
 - i. Extensive resurfacing of existing plaster finishes
 - ii. Demolition of existing walls or creating openings in existing walls, not affecting any existing electrical outlet or fixtures.
 - iii. Creating or eliminating interior door openings and/or passages.
2. Installation of hard flooring surfaces.
3. Replacement or installation of appliances where plumbing and/or electrical work is required such as:
 - i. Addition of a dishwasher where one did not previously exist.
 - ii. Installation of a refrigerator requiring a water line where one did not previously exist.
 - iii. Installation of a microwave above the stove connected to the existing exhaust system, where one did not previously exist.
 - iv. Installation or movement of any appliance with an electrical load above what is currently provided in that location requiring modification to the unit's electrical panel.
4. Replacement of sinks, toilets, bathtubs, and water heaters in their current locations, including replacing an existing tub with a shower. The original shower valve, if existing, should be replaced at time of plumbing installation. The Management Office should be immediately notified in case of emergency replacement of water heaters, where submission of an application was not feasible.
5. Replacement of existing kitchen and bathroom counters.
6. Replacement of existing kitchen and bathroom cabinetry requiring no structural modification to the existing demising walls.
7. Minor electrical modifications, including upgrading to GFI outlets in kitchen, bathroom and balcony.
8. Replacement/Removal of Packaged Terminal Air Conditioner (PTAC) through wall unit above the exterior doors and/or baseboard heating units.
9. Replacement of balcony doors.
10. Removal or replacement of balcony dividers.

Category C - Major Updates - Construction Application and Copy for City of Chicago

Building Permit Required. These projects may include items from Categories A and B in addition to any one of the following:

1. Any electrical modifications including the addition or relocation or rewiring of electrical outlets, fixtures or thermostats.
2. Combining units.
3. Major plumbing work including relocation of fixtures.
4. Extension of exhaust vents.
5. Addition of clothes washer or dryer.
6. Removal of original tile floors with proof of asbestos abatement.

3. Construction Application Requirements.

Category B- Minor Updates

1. Copies of contractors' licenses that are being employed for the work they are performing.
2. 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.
3. A certificate of liability insurance naming Marina Towers Condominium Association and the managing agent as additional insured. Condo owners can typically obtain this through their own homeowner's insurance agent at no additional cost.
4. 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.
5. Narrative of work to be completed and a copy of floor plan, marked up with extent of work to be performed.
6. Manufacturer's information on flooring and underlayment, exterior doors, PTAC units, baseboard units with information indicating that it meets the requirements.

Category C - Major Updates.

All submission requirements for Category B plus the Construction drawings and any other drawings as requested by MTCA designee.

4. Application Process.

a. Designee of the MTCA Board of Directors shall review all renovation applications. The Board and its designees shall not be liable to the owner or any third party in connection with the review. In addition, the review of any alterations shall not be construed as a warranty or as an acknowledgement of the sufficiency of such alterations. Furthermore, the review shall not be construed as a waiver of any requirements herein. If the review determines that outside engineers or architectural consultation is necessary, the owner shall be responsible for any cost incurred for such services. Should construction exceed the time period requested in the original application, a notification must be made to the Management Office and any time limited insurance certificates or building permits kept up to date.

a. The following modifications to the Condominium units and systems are prohibited:

1. Cutting or channeling of any concrete columns or beams.
2. Cutting or channeling of any concrete floors or ceilings.
3. Changes to the water/waste risers.

4. Changes to the location of toilets
5. Changes to T.V. cables and equipment.
6. Alterations to beam, channels, ducts or vents.
7. Alterations or removal of any exterior windows or exterior window assembly. Replacement of exterior glass must be done through the MTCA. There shall be no removal of any parts or screws to the window aluminum frame assembly.
8. Removal or disabling of automatic door closers from hallway entrance doors.
9. Removal, disabling or bypassing of any hot water heater safety valve.
10. Connection between vertically adjacent units.
11. Modification of hallway entrance doors.
12. Modifications to the outside balcony area including permanent attachment of anything to the floors, ceilings, columns, beams, dividers, or railings. Painting of the exterior ceilings, columns, beams, dividers, and railings.
13. The relocation of any water risers, waste lines, or venting stacks

5. Assessment of Costs or Fines.

a. Any cost of any reconfiguring 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 reconfigure 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 evaluate or correct such work, in which case the cost of that contractor's work will be charged to the Unit Owner.

b. Unit Owners will be subject to fines for any unauthorized work.

6. Floor Covering Requirements.

a. Removal of the original floor tiles requires asbestos testing and may require asbestos abatement by a qualified contractor. The adhesive adhering the original black floor tiles to the concrete slab likely contains asbestos.

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

c. Carpeting must be placed over acoustical padding resulting in an Impact Insulation Class (IIC) rating of 50 minimum.

d. All flooring other than carpet, including, but not limited to hardwood, engineered floating floors, sheet flooring, vinyl tiles, terrazzo, and ceramic or other hard tiles must be installed over a minimum of ¼ " cork or equivalent resulting in an IIC of 50 minimum.

e. Raising the floor level preventing air circulation to the bottom of the floor heater could cause permanent damage to the heating element.

f. The existing undercut (space under the door) must be maintained at the unit entry door.

7. Plumbing Requirements:

a. All plumbing work is to be completed by a licensed plumber 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. High Pressure individual shut-off valves specifically designed for high rise usage are required for newly installed fixtures and must be easily accessible.

8. Water Riser Shut off Procedures.

a. The water riser shut off fee can be found in the fee schedule, 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 offs 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. The Unit Owner should inform the 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 the plumber with any plumbing work.

f. Only one riser will be turned off or scheduled per work day.

9. Washer Installation.

a. 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.

b. 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.

c. Washers cannot be installed concurrently with dishwashers, or any other water appliances to the same drain line.

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

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

10. **Dryer Installation.**

a. An electric dryer should use the electric supply originally intended for the stove or oven, and may not exceed the presently available load capacity.

b. Interior vented dryers must be equipped with adequate lint filtering and moisture controls for the square footage of the apartment.

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