

Remodel Checklist

All remodeling work at Vantage Point-Vail (VPV) requires an application and must be approved by the Architectural Review Committee prior to starting any work. Failure to do so may result in daily fines up to \$500, removal of improvements at Owner's cost, and short-term rental red-tag from Town of Vail.

- ☐ Check with Town of Vail to see if remodeling work requires a permit
- ☐ Read VPV Remodel Rules and Regulations (found on the Vantage Point-Vail website)
- ☐ Contact VPV HOA office for application fee amount and/or construction deposit
- ☐ Complete and sign remodel application (found on the Vantage Point-Vail website or from property manager)
- ☐ Have contractor read and sign remodel application
- ☐ Have contractor submit Certificate of Insurance with VPV listed as certificate holder
- ☐ Submit remodel application, drawings and materials
- ☐ Upon approval from Architectural Review Committee, apply for required permits and post permit in window of condo
- ☐ Submit copies of all permits, contractor COI (with VPV listed as additional certificate holder) to VPV
- ☐ Owner and contractor must coordinate delivery and pickup of any shipped items and deliver to unit upon receipt. No items are to be stored in or remain in garage area. Vantage Point-Vail is not responsible for lost or stolen items.

Construction days and times:

All projects must be completed between the close of ski season and seven days prior to Thanksgiving. Constructions days and times are as follows:

- Close of ski season – June 15th
 - Construction is allowed seven days a week, 9 am – 5 pm
- Summer season (June 15th through Labor Day weekend)
 - Only very light construction work with no disturbance will be permitted Monday – Friday only, 9 am – 5.
 - No work is allowed during weekends or holidays.
- No construction is allowed during ski season (seven days prior to Thanksgiving and close of ski season). Any work outside this time frame, without prior ARC approval, may be subject to a penalty of up to \$500.00 per day.

VANTAGE POINT-VAIL CONDOMINIUM ASSOCIATION APPLICATION FOR REMODELING

Condominium unit number: _____

Owner(s) name(s): _____

Address: _____

Mobile Phone: _____ Email: _____

NATURE OF IMPROVEMENTS:

List any common elements that will be affected (common walls, electrical, plumbing, heating system, etc.), how they will be impacted or changed, and provide licensed engineering/architectural plans:

ATTACH A SECOND SHEET IF NECESSARY. A sketch of all improvements must be attached to the application to show plans, changes, locations, and scaled dimensions.

No alterations to the interior of any Condo Unit, General Common Element or Limited Common Element shall be done by any Owner without the prior written approval of the ARC except for interior painting.

Name of Construction Company and/or Contractor:

TOV License Number: _____

Address: _____

Email: _____

Contractor's Office Phone & Cell: _____

Starting Date: _____ Completion Date: _____

No alterations to the interior of any Condo Unit, General Common Element or Limited Common Element shall be done by any Owner without the prior written approval of the Architectural Review Committee (ARC) except for interior painting and carpet replacement.

Owner Agrees...

I understand that all remodeling projects that require a contract, affect any of the common elements or limited common elements of the building, that may disturb owners or guests in surrounding units, or which requires construction materials and/or debris to be carted through common areas, and/or is to involve activities on the balcony, courtyard, or hallway immediately outside of the unit being remodeled must be approved by the ARC or Association Manager. Replacement of carpeting and interior latex painting does not require a remodeling application but needs to be approved by the Association manager and done at a time when it will not disturb other occupants (not allowed over winter and summer holiday weeks).

Work on my unit will not begin until I have received the approved application from the ARC or the Association Manager. The association will reply to all applications within 15 days after their receipt. Work may only be performed during the time and limits set by the ARC.

I understand the ownership has been made aware that there is asbestos containing materials in some of interiors of the units. I agree that I am responsible for testing of asbestos in my unit. I agree the removal or disturbance of this material will comply with all state and federal regulations.

If the work performed on my unit has considerable trash or other discards, I will have my contractor remove same. If we are allowed to use the building's trash dumpster, I will pay for the additional cost. All common areas (elevators, walkways, etc.) will be protected with plastic floor covering. Any costs incurred by the Condominium Association in relation to the work performed on my unit shall be reimbursed by the individual homeowner. This shall include but not be limited to extra trash removal, building cleanup, etc.

All pertinent building permits must be attained and posted in the unit while the work is being performed, and a copy on file in the Association manager's office. All required plans are to be stamped by a licensed architectural, and/or engineer. Any contractor working in the building must also provide a copy of their workers compensation insurance coverage & liability & property damage carrier's name, and policy number to the building manager. After starting this project, I will not add to the improvements without prior written approval.

I will use only licensed, bonded contractors. A copy of the contractor's liability and workers comp insurance will accompany this application. I will obtain any necessary building permits from the town of Vail and supply a copy of such to the Association manager.

I further agree that NO COMMON ELEMENTS OF THE BUILDING WILL BE AFFECTED OTHER THAN THOSE SPECIFIED ABOVE.

I shall not do work on, or make changes to, any building walls (interior or exterior) and shall not do anything that will impair the structural soundness or integrity of the building or utilities or impair in any way a common or limited common element or another apartment unit.

All work on shared common infrastructure (i.e. fire alarm, smoke detector) shall be performed by the association's contractors.

Cables may not be installed on the outside of any building and holes may not be drilled through the walls of any building without written approval from the ARC.

Any requests for variances must be submitted in writing and will be subject to the ARC's approval. Remodeling Applications may be found on the Association Website or may be obtained from the Association's management office. The ARC may condition its approval on a finding that the proposed improvements will not impair the structural soundness or integrity of the building or utilities or impair in any way a common or limited common element or another apartment unit.

To minimize sound transmission between apartment units, Owners of units shall not install any hard surface floor materials including, without limitation, tile, marble, wood or vinyl floor material without approval from the ARC. The ARC will require an Owner to adequately minimize sound transmission and condition its approval of any such installation upon any of the following:

- A limitation of the area where the hard surface flooring may be installed. No hard surface flooring will be allowed in bedrooms where a unit is below.
- A requirement that the Owner install sound dampening material underneath the floor material.
- A requirement that the Owner will provide the ARC with specifications regarding the flooring and dampening materials meeting or exceeding the Association's requirements of installation.

Should any Owner complain about the level of sound transmitted between units, the ARC may, in its sole discretion, determine whether the level of sound transmitted between Apartment Units is reasonable or not.

Window and slider door replacement require a Town of Vail permit. They must be like-for-like replacement or repair of a single windowpane or frame (shape and color will remain the same). The frames must be white. Vinyl windows and sliding doors will not be approved. Approved options for vendors are Anderson or Pella, although other manufacturers will be considered on a case-by-case basis.

Any work which causes excessive noise, dust, noxious fumes, etc. beyond the confines of the individual condominium unit must be done during normal business hours as designated by the building manager. Work that causes excessive noise may have restricted hours.

All items shipped to Vantage Point-Vail (appliances, materials, etc.) must be coordinated with the Owner or contractor who will transport items to the unit. No items are to be stored in or remain in garage area. Vantage Point-Vail is not responsible for lost or stolen items.

All projects must be completed between the close of ski season and seven days prior to Thanksgiving. Construction days and times are as follows:

- Close of ski season – June 15th
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Any work outside of this time frame, without prior ARC approval, may be subjected to a penalty of up to \$500.00 per day and owner is responsible for the full amount of any damage to the Association.

Owner Signature _____ Date _____

Contractor Signature _____ Date _____

Approved by _____ Date _____

REVIEW PROCESS

These guidelines provide a framework for ARC to review, process and approve unit improvements in VPV. An Owner (inclusive of the Owner and his architect, contractor, and/or other representatives) must follow these procedures to secure the necessary approvals.

Construction must not begin prior to receiving a written approval from ARC.

Plan Review

- The Owner completes a Remodel Request form, fully completed and signed. The Owner includes sufficient drawings, brochures, or other material so ARC can make a determination.
- The Owner sends or delivers their request and supporting materials to ARC c/o the Managing Agent.
- The request package is forwarded to ARC. They meet, review the submission, and reach a decision as to acceptability.
- The request package is returned to the Managing Agent.
- The Managing Agent returns the request to the Owner.

Note: It is extremely important to receive approval before commencing work. Failure to do so may result in removal or modification of improvements by the Owner.

What To Submit:

A general rule of thumb is this - imagine you are on the Committee, and you are reviewing the submission. Do you have everything necessary to visualize the completed product so you can make a judgment? If there are no unanswered questions in your mind based on the submission, then it is likely your submission will be acceptable.

What is ARC?

The Architectural Review Committee (ARC) is here to serve Vantage Point-Vail (VPV). To keep our beautiful building beautiful and our happy neighbors happy. We are always looking for ways to streamline the review process so that homeowners can expedite their home improvement projects. We are also constantly evolving the standards by which approvals are made, to keep up with ever-changing aesthetics and new ways for homeowners to add value to their homes – with the objective that any improvements to one unit won't devalue neighboring units or create tension among neighbors.

The overarching idea, which has been proven through best practice models in real estate development, is that a community earns its value not from holding strictly to its original covenants but rather by taking on new character as it matures. That means giving back

ownership of the community experience to the homeowners themselves – with guidance by ARC of course – to evolve VPV’s identity.

As one resident inspires another, and then two more, and so on, the building takes on a new vibrancy. Going for a walk through our building becomes more interesting and the charm of our community continues to grow. Here’s to moving forward!

When is ARC approval needed?

In short, anytime you have a project that involves new any disturbance of drywall, re-design of the interior walls, replacement of exterior doors or windows, any changes to plumbing or electrical, fireplace replacement, or floor covering replacement requires approval from ARC.

Window and slider door replacement must be like-for-like replacement or repair of a single windowpane or frame. Shape and color will remain the same. The frame must be cream or white.

On the other hand, if you’re replacing or repairing an existing design element with something that is identical or nearly so, “like for like” as we say, it does not need to be approved by the Committee.

The goal is to maintain or improve upon the high standard of workmanship that has been established, with an eye on design compatibility. And fear not, most projects that come up for review get approved.

ARC Process

Vantage Point-Vail Architectural Guidelines have been adopted to give direction to homeowners and their contractors in preparing plans and designs that reinforce the appearance of a high-quality neighborhood. ARC recommends that each homeowner retain the services of a qualified architect or residential designer in preparing major designs.

Your remodel application and any supplemental documentation can be submitted via email to the VPV HOA for review. The ARC may request some items be mailed or delivered if the picture/scanned copy does not show sufficient detail.

Response Times

The ARC will approve, conditionally approve, or disapprove all requests for approval within fifteen (15) days after the complete submission of all plans, specifications, and other materials and information which may be required. If an application is conditionally approved at a meeting, it may not be reviewed again until the next month’s meeting.