

REMODELING/CONSTRUCTION

Any remodeling/construction projects which include any part of the exterior of the Essex Building (doors, windows or patios) require Board approval PRIOR TO COMMENCING THE WORK. The Remodeling/Construction Approval form must be completed and given to a Board Member or the Management Office with the required documents as listed on the approval form.

A check in the amount of 10% of the total project cost is one of the requirements. The unit owner is responsible for their contractors. If any damage is done to the Essex Building, the unit owner will be billed. The deposit check will be returned to the unit owner after building inspection at the completion of the project.

It is the responsibility to ensure that contractors REMOVE ALL MATERIALS INVOLVED IN THE CONSTRUCTION FROM THE ESSEX PROPERTY. THE CONSTRUCTION MATERIALS ARE NOT PERMITTED TO BE PLACED IN THE BUILDING TRASH DUMPSTERS.

Work by contractors may only be done between 8 a.m. and 5 p.m. Monday through Friday. Construction is not permitted on Saturday or Sunday.

REMODELING/CONSTRUCTION APPROVAL

TO: Essex Board of Directors

FROM: _____ (RESIDENT)

UNIT: _____ **DATE:** _____

This approval is required prior to the beginning of any project regarding doors, windows or patios.

CHECKLIST FOR APPROVAL:

Please attach:

- Remodeling/Construction Approval Form
- Written estimate of project cost
- Drawing of completed project
- Copy of Contractor's Liability and Workers' Compensation Insurance coverage
- Check payable to Essex Condo Assn in the amount of 10% of the total project cost

APPROVED BY: _____

DATE: _____