

Daniel's Loft Condominiums

Project Approval Request

It is in the best interests of all Owners and Tenants of the Daniel's Loft Condominiums (herein "DLC") that any construction on or modifications to the Daniel's Loft premises (herein the "Project") be done in a safe and orderly manner with the notification and approval of the Board of the DLC. Therefore the Board has adopted the following rules, procedures and forms to facilitate the Board's approval of Project. All proposed Project within Daniel's Loft Condominiums (herein "DLC") or any unit or common area or limited common area thereof, must be approved in advance of construction in writing by the DLCA.

1. An Owner or Tenant (with the Owner's approval) (herein the "Applicant") desiring to undertake any Project in DLC shall submit the Request for Approval Form attached as Attachment "1" to the Board for approval in advance of any construction. If the Board requires information in addition to the information provided in the Request for Approval Form, the Applicant shall provide same as part of the review process.
2. If in the sole opinion of the Board the Request warrants the need for design, construction or inspection services to be engaged to review and or supervise the construction the Applicant shall pay the costs of these services. This is most likely to be required where the Applicant proposes a penetration through the roof, exterior walls, structural modifications or tie-ins to building systems. This will be done in the most cost effective manner possible, and only where the Board believes in good faith that an independent inspection (over and above inspections from government agencies) is needed to help protect building integrity, as the Board is not qualified to inspect construction.
3. The Board or its designated agent shall handle all approvals in a timely manner, using the Approval Form attached as Attachment "2".
4. Construction shall only be done by licensed contractors. The names, telephone numbers and contractor license numbers of all contractors and subcontractors shall be provided to the Board for confirmation of licensing.
5. Emergency contact information for all contractors and sub-contractors as well as the Applicant shall be provided to the Board and to the Owner of at least the adjacent condominium unit.
6. All contractors and subcontractors working on the premises shall have contractor's liability insurance with at least \$1 million per occurrence / \$1 million aggregate limits from an insurance carrier with at least an A- rating. Prior to commencing any work at DLC, all contractors and subcontractors shall provide a Certificate of Insurance to the Board, naming DLCA as an additional insured for the Project.
7. Any construction that will intrude into or through any common areas or limited common areas shall specifically detailed on a drawing and describe what work will be done and how it will be done, and any waterproofing methods and products to be utilized in the Request for Approval

form and shall also provide notice and coordination requests to the Board and to any other Unit that could be affected. Common Area and Limited Common Area elements include but are not limited to the roof, exterior walls, perimeter interior walls of the unit or any building systems that are not located solely within and serving solely the subject Unit (including but not limited to plumbing, electrical, HVAC, mechanical systems, and sprinkler systems).

8. Any Project that will increase DLCA funded utility usage (i.e. water, gas, electrical, etc.) or otherwise increase the cost of operating or maintaining the building shall be described in the Request for Approval. If in the opinion of the Board a material increase in water or electric use occurs, or is likely to occur, as a result of a Project during construction and/or after completion, the Board may in its discretion require that the Applicant and its successors and assignees pay for the increased costs in the future, as a condition for approval.
9. If a Project, during construction or after completion, ties into existing common area or limited common area basements, walls, ceilings, roof, plumbing, electrical, HVAC, sprinkler systems, mechanical systems or other building systems, the Applicant agrees to defend, indemnify and hold harmless the DLCA and other individual unit owners which might be affected against loss, damage, and personal injury, related to or arising out of the Project.
10. This approval process is to provide for an orderly Project for the benefit of the DLCA and any DLCA Owners (exclusive of the Applicant or Owner of the subject Unit) which may be affected by the Project. The DLCA and the Board shall have no liability or responsibility for any losses, claims, liabilities or damages resulting from or arising out of this approval process or the proposed construction.

We the Board thank you for your understanding that this procedure is meant to benefit the DLCA and its units.

President, Board of Directors of Daniel's Loft Condominium Association

Date

DANIEL'S LOFT CONDOMINIUM ASSOCIATION

PROJECT APPROVAL REQUEST

The undersigned Owner/Tenant desires to undertake a construction project in Unit___ of the Daniel's Loft Condominiums.

Date Application Submitted:_____

Name of Applicant:_____

Responsible person in charge:_____

Telephone Number:_____ Emergency Telephone Number:_____

Email Address:_____

Contact Address:_____

Address/Unit number of proposed construction project:_____

Owner's Name:_____

Owner's Telephone Number:_____ Owner's Email Address:_____

1. Describe proposed construction project:_____

2. Describe any intrusions into roof, exterior walls, ceiling, and interior perimeter walls by proposed construction project:_____

3. Describe any connections to or modifications of existing plumbing, electrical, HVAC, mechanical systems, sprinkler systems, or other building systems by proposed construction project:_____

(Continued on Pages 2 and 3)

4. Describe any proposed waterproofing to be undertaken, including methods and products: _____

5. Will the proposed Project potentially increase water or electric, gas or other utility usage at DLCA and if so by how much?

6. Will the proposed Project potentially increase maintenance of any of the common area or limited common areas of the building? If so, please describe. _____

6. List all contractor(s) and subcontractor(s) names, their contact telephone numbers and their license #s:

7. Anticipated date of commencement of construction if approved: _____

8. Anticipated duration of construction if approved: _____

9. List all construction permits and dates.

10. Attach plans and specifications, and permits for proposed construction project. (If permits not yet issued by governmental agency, attach applications for permits, and supply permits once issued.)

11. Attach insurance certificates for all contractor(s) and subcontractor(s), naming DLCA as additional insured.

If there is not sufficient space to answer any questions, please continue on separate sheet and number the continued response.

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I understand that the DLCA is relying upon my responses above in approving this construction project, and I certify under penalty of perjury that the foregoing is true and correct to the best of my knowledge, after consultation with my contractor and architect and any other professionals I deem appropriate.

Signature of Applicant

Date

Printed name

Contact number

If Applicant is a Tenant, the undersigned as Owner of the Unit subject to this Application has reviewed the proposed Application and approves it's submission by Tenant to the DLCA for approval.

Signature of Unit Owner (if other than Applicant)

Date

Owner's Printed name

ATTACHMENT "1"

RESPONSE TO REQUEST FOR APPROVAL FOR PROPOSED CONSTRUCTION
PROJECT FROM DANIEL'S LOFT CONDOMINIUM ASSOCIATION

The Request for Approval for Proposed Construction of unit _____ of Daniel's Loft Condominium Association, dated _____ is:

_____ Granted

_____ Denied

_____ Further information is required in order to consider this Request. Please submit the information requested below, and the proposed project will be considered further if you so desire.

Comments and Conditions:

Board of Directors of Daniel's Loft Condominium Association

Date

Printed Name of Signature

Title

ATTACHMENT "2"

