

Park Place Condominium Association

Request for Alterations and Improvements by Unit Owners

Return this form to:

PMSI
601 W 41st Ave Suite 201
Anchorage, AK 99503
info@pmsialaska.com

Applicability: Any additions, alterations, and improvements by Unit Owners (including carpet/flooring and painting/wall treatments) must comply with the By Laws, Declaration and Rules of Park Place Condominiums, including, but not limited to the following: Amendment and Restatement of the Declaration for Park Place Condominiums, Article VI, Maintenance, Repair and Replacement, Section 6.2 through 6.4; Article X, Additions, Alterations and Improvements, Section 10.1.; Park Place Condominium Association, Inc. Rules (Effective Date: _____): Rules 2, 47, 50, 52, and 70 through 75.

Date of Request: _____

Unit Number: _____

Unit Owner: _____

Unit Owner Mailing Address: _____

Telephone Number(s): Work: _____ Home: _____ Cell: _____

Fax Number: _____ Email Address: _____

Contractor's Name: _____

Address: _____

Telephone Number(s): Work: _____ Cell: _____

Business License Number: _____ Bond Number: _____

Insurance Provider: _____

(Please include a copy of Insurance Certificate)

Requested Schedule: (Note: The Declaration gives the Executive Board 60 days to answer a Unit Owner's written requests for alteration and improvements. While every effort will be made to respond as quickly as possible, Unit Owners may not begin work until the Executive Board has given written approval to the Unit Owner.)

Requested Start Date: _____ Completion Date: _____

Description of Requested Alterations and Improvements:

Describe the requested alterations and improvements below. Attach more sheets or detailed drawings as necessary to clearly outline your plan.

Requested alterations and improvements affecting structural integrity (moving walls), common utilities (heat, water, electric), or involving excessive noise levels or noxious odors will be closely scrutinized and require detailed plans and Municipal permits in addition to prior approval of the Executive Board. Please answer the following three questions.

1. Do you propose to move or structurally alter any walls? Yes: ___ No: ___
2. Do you propose to alter the heat, water (plumbing, including changing a tub to a shower), or electric? Yes: ___ No: ___

If you answered yes to either of the two questions above, Municipal permits are required. (Please refer to the Municipality's "Guide to Residential Safety Permit Process" and the Municipality's Residential Permit Worksheet for other permit requirements.) Attach detailed plans for submittal to the Executive Board for review and approval before applying for the Municipal permits. An engineering/architectural firm of the Executive Board's choice will be paid to review such required plans for completeness and compatibility with the Common Interest Community before the Unit Owner applies for Municipal permits and before any work begins. Cost of review will be passed on to the Unit Owner.

3. If you answered yes to questions 1 or 2, have you attached the required detailed drawings to this request? Yes: ___ No: ___

Certification:

I certify that the above is complete and correct to the best of my knowledge:

Unit Owner's Signature

Date

Approval Process:

1. Request does not require Municipal permits:

____ Request approved.

____ Request denied.

Comments:

Manager's Signature

Date

2. Request includes alterations or improvements affecting structural integrity (moving walls), common utilities (heat, water, electric), or involving excessive noise levels or noxious odors and requires detailed plans.

____ Detailed plans submitted to Manager to be forwarded to engineering/architectural firm for review.

____ Review complete.

____ Issues identified addressed/resubmitted for further review if necessary.

____ Request conditionally approved. The Unit Owner may apply for Municipal permits. The Unit Owner provide copies of permits and any attachments, including copies of approved plans stamped by the Municipality, to the Manager **before** any work on the unit begins. The Unit Owner shall provide notification to the Manager 48 hours in advance of inspections required by the Municipality so that the Executive Board may have a representative present. Additionally, the Unit Owner shall provide notification to the Manager 48 hours in advance before any work in ceilings, walls or floors is covered or concealed so that they may be inspected. The cost of inspections will be passed on to the Unit Owner. The Unit Owner will also provide the Manager a copy of all documents issued by the Municipality to be placed in the Unit file.

____ Request denied.

Comments:

Board President/Representative's Signature _____ Date _____

3. Final written approval is given once all inspections have occurred, copies of all Municipal documents received, reviewed and any corrections made, and the contractors have completed all work and left the building.

_____ Final Approval Issued

_____ Final Approval Denied

Comments:

Manager's Signature _____ Date _____

General Information

Background: Article X, Section 10.1- Additions, Alterations and Improvements by Unit Owners, has been in the Declaration for Park Place Condominiums since the buildings were built in the early 1980's. Rules on Interior Alterations have been in effect in some version since the early 1980s. However, the Association found when the North building burned in 2007 that despite these safeguards in the Declaration and Rules, various structural alterations and modifications to the mechanical and electrical systems in the Common Interest Community by Unit Owners had jeopardized those systems. Procedures on alterations and improvements by Unit Owners were implemented to ensure that the Common Interest Community of both buildings is protected..

Detailed Plans: Detailed plans are floor plans, elevations, and details as needed to clearly describe the requested alterations so that an engineering/architectural firm of the Executive Board's choice can review them for compatibility with the Common Interest Community. At a minimum, detailed plans must be scaled, dimensioned, and show the locations of all existing walls, plumbing, electrical outlets and fixtures, thermostats, sprinkler heads (if applicable), and built-in vacuum outlets in the area of the requested alterations. In addition, all requested alterations must be shown on the detailed plans.

A written narrative alone is not sufficient for alterations affecting structural integrity (moving walls) or common utilities (heat, water, electric). Depending on the complexity of the alterations requested by a Unit Owner, detailed plans may be drawn by a contractor, a draftsman, or an architect/engineer.

Bearing Walls: With few exceptions, all walls in the complex are bearing walls and cannot be removed without compromising the structural integrity of the building. One exception is the 4th floor of the North Building, which was torn down and rebuilt after the fire and was framed differently than the rest of the complex.

Post Tension Slab: The roof of the garage (the floor of some of the 200 and 600 level units) is a post tension slab and as such cannot be penetrated without risk of severe damage to the structural integrity of the buildings.

Roof Membrane: In the past, both roofs posed leak problems. After the fire, both roofs were replaced and are under warranty and as such no new roof penetrations are allowed.

Ventilation: Existing ventilation in bathrooms and kitchens must be used as no new penetrations are allowed in the roof.

Moving/Deliveries of Construction Material: In no event, may construction material or other items be brought in through the front entrances, the courtyard, over deck railings, or through windows. For security reasons, exterior doors and the courtyard gate may not be blocked open and unattended even briefly. All carpet/flooring, appliances, and construction materials, including drywall and old paint, must be hauled away and disposed of off site.

Parking: Contractors may park in the West (resident's) parking lot provided the vehicles do not extend beyond the boundaries of a designated parking space; otherwise contractors may park on the street. Contractors may not park in the East (visitor's) parking lot, or in the loading zones or driveways except during active loading and unloading of materials.

Hours of Operation: Contractor activities are confined to the hours of between 8 am and 5 pm on weekdays. In no event shall any activity occur during Municipal quiet hours (between 10 pm and 7 am).

For complete information, please read all House Rules prior to beginning unit alterations.