

Appendix 9. Request for Alterations and Improvement by Unit Owner

General Information

Alterations and Improvements are defined as any flooring, painting, wall treatment changes as well as all demolition and construction activities.

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. **All activities associated with alterations and improvements by Unit Owners must abide by the Amended Declaration, the ByLaws, and the House Rules.**

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. **No drilling into floors is permitted.**

Roof Membrane: In the past, both roofs posed leak problems. After 2007, 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 through the roof.

Construction Materials and Parking: Refer to House Rules.

Please return the completed Request for Alterations and Improvement by Unit Owner to:

PMSI

Email: info@pmsialaska.com

6000 C Street

Anchorage, AK 99518

Date of Request _____ Unit Number: _____

Unit Owner

Name(s): _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

E-mail Address: _____

Contractor

Company and Contact Name(s): _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

E-mail Address: _____

Business License Number: _____ Bond Number: _____

Insurance Provider: _____

Attach a copy of Insurance Certificate

Requested Schedule:

Requested Start Date: _____ Completion Date: _____

Note: The Declaration provides 60-days for the Executive Board to answer a Unit Owner’s written request for alterations and improvements. While every effort will be made to respond as quickly as possible, Unit Owners may not begin work, including demolition, until the Executive Board has given written approval to the Unit Owner.

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

Work Requiring Municipal Permits

Do you propose to move or structurally alter any walls? Yes No

Do you propose to alter the heat, water, plumbing or electric? This includes interchanging a tub and shower. Yes No

Municipal permits are required for ‘Yes’ to either of the two previous questions. Please refer to the Municipality’s “Guide to Residential Safety Permit Process” and the Municipality’s “Residential Permit Worksheet” for additional permit requirements.

Prior to applying for the Municipal permits, attach detailed plans for submittal to the Executive Board for review and approval.

Are the required detailed drawings attached to this request? Yes No

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.

Certification by Unit Owner:

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

Owner Signature _____ Date _____

Approval Process

If work does NOT require Municipal Permits:

Approved As Submitted _____ Denied and Returned _____

Comments: _____

Manager Signature and Date

If work requires Municipal Permits and detailed plans (examples include structural modifications, common utilities, noise and/or noxious odors)

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

_____ Review Complete

_____ Review Result (Denied/Approved with Modifications/Approved as Submitted)

Comments: _____

_____ Issues Identified have been addressed and resubmitted for review if necessary

_____ Request Conditionally Approved

The Unit Owner may apply for Municipal permits. The Unit Owner provides 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.

_____ Stamped permits have been provided to Manager

Work can Proceed when the Request is Approved As Submitted, all necessary permits and documentation have been supplied to the Manager, and all pre-work inspections are completed.

Board President/Representative

Date

Final Project Closure is given once any post-work inspections are complete and the contractors have completed all work and left the building.

_____ Project Closure

Comments: _____

Manager

Date