

Rules and Regulations

The Point HOA
Policy Resolution

UNIT REMODELING OR RENOVATION AT THE POINTE HOA

The Pointe HOA Board of Directors have adopted some specific actions owners need to undertake while planning and remodeling their units. The objectives are threefold; we want to help and encourage owners desiring to upgrade their units, ensure the continued integrity of the buildings and make sure that other owners are not damaged or inconvenienced.

Unit renovations: including replacement of any wall-to-wall carpeting with a different type of floor material, interior wall removals or major construction of any kind, kitchen or bath remodeling, outside deck or railing changes, roof or ceiling changes or any penetration of the floor substrate will require a written application submitted a minimum of 30 days prior to initiation of such work, unless waived by the Board of Directors. The application, in written letter form, shall be submitted to the Board of Directors, through the Building Manager, for approval. The Board will respond to the applicant, in writing, within thirty days of receiving the application or notify the applicant of an expected date of response if unable to meet the thirty-day requirement.

Work that is permitted without Board approval includes interior painting or wall covering; appliance replacement, repair or maintenance; interior decoration; or replacement of floor coverings with like materials. It is recommended that the building manager be notified for security purposes if a unit owner is having any work done in their unit by outside vendors to facilitate security and efficiencies.

New work applications must include the following:

1. Scope of work to be done.
2. Projected start and finish dates.
3. General Contractors name and the names of any proposed sub-contractors and license numbers. Certificates of Insurance for workman's compensation and liability insurance should be included in the application and must be issued from the General Contactor's insurance carriers, naming The Point Homeowners Association as an additional insured, prior to starting any work.
4. Any structural changes will require a structural engineering report.
5. Specification of noise suppressant materials intended to be utilized when alterations are made.
6. A county building permit should be included with the application and will be required before work can commence. A copy of the County requirements for what work needs permits is available from the HOA.
7. Any further information that the Board may request subsequently.
8. A cleaning deposit of \$500.00 prior to work commencement. This deposit is refundable if all construction cleaning is performed satisfactorily, on a daily basis, by construction personnel and building management does not need to perform any interim cleaning tasks during the duration of the project.

It is understood that all the information required may not be available at the time of application, but the file must be complete prior to a project receiving approval. Any changes to the original project scope or plans must be submitted and approved by the HOA prior to any of the new work being done.

Unit owners will assume all liability for any work performed in their units, and that such liability may apply to future owners as well. All work performed within individual units must comply with the CC&R's of the Association.

When the HOA is notified that a project is finished and a certificate is submitted from the County that certifies this, a Board representative will inspect the unit and confirm that the project complies with the original approved request.

A final letter from the HOA approving the completed renovation will be presented to the unit owner.

Included here is a checklist form to aid in the assembling of an owners application and a list of procedures for a successful construction project, once approval to begin, has been received.

The Pointe HOA

Remodel or Renovation Application Form and Checklist

Unit # _____

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|--|--------|-------|
| Are you replacing your floor with a different material? | YES___ | NO___ |
| Are you proposing interior wall removal or construction? | YES___ | NO___ |
| Are you proposing a kitchen or bathroom remodel? | YES___ | NO___ |
| Are you proposing any changes to an exterior deck or railings? | YES___ | NO___ |
| Are you proposing any ceiling or roofing changes? | YES___ | NO___ |

If you answered "YES" to any of the above questions, please provide the following information with your application.

Proposed Start Date: _____

Proposed Completion Date: _____

Name of General Contractor: _____

Nevada Contractors License Number: _____

Attach a copy of Contractors Workman's Compensation Insurance Certificate

Attach a copy of Contractors Liability Insurance Certificate with The Pointe HOA listed as an Additional Insured.

Attach a Structural Engineers Report for any proposed structural changes.

Provide Specific Information or Manufacturers Specifications regarding noise suppression materials proposed for alterations made to floor coverings.

Provide copies of a current county building permit for this project (if required by the County).
The HOA Board will decide if a project permit is required if the County code is unclear.

Include an Application fee of \$125.00 made payable to "The Pointe HOA".

Include a Security and Cleaning Deposit fee of \$500.00 made payable to "The Pointe HOA".
This fee may be refunded after the project is complete if Building Management does not need to provide any cleaning services to the Common Areas as a result of this project.

The Pointe HOA

Construction Process Procedures

- 1) Construction work is allowed only Monday – Saturday, 8:00am to 6:00pm.
- 2) No work is allowed in the months of July or August or on any public holiday.
- 3) Use of the elevators for construction materials and personnel is not allowed. Morning and/or evening loading and unloading sessions may be arranged with building management and are subject to a management representative being present during these times. All other construction related ingress/egress should be made via the building unit's front stairway. At no time should an elevator door be blocked open.
- 4) Storage of any building materials or debris in the parking garage is prohibited. A unit owner may on occasion obtain special permission from the building management for a short-term variance.
- 5) Construction vehicles are not allowed to park in the garage. Provided adequate ceiling clearance has been pre-confirmed an approved vehicle may be allowed in the garage for loading and unloading purposes and only with manager staff oversight.
- 6) Only two construction vehicle spaces are available for parking outside the front gate. If additional parking is needed, tools or material can be loaded or unloaded by the gate, but that vehicle will need to be parked for the day in the upper lot by the tennis courts.
- 7) The front gate must remain closed and latched when not in use.
- 8) No radios or amplified sound devices are allowed on a construction project.
- 9) Approved work areas are within the subject unit only. Use of HOA common areas are not permitted.
- 10) All walkways, stairs, walls, parking lots, elevators, or any other common area outside of the project unit must be left clean daily.
- 11) No pets of construction personnel are allowed on the project.
- 12) Failure to comply with the approved procedures could result in suspension of the approval for the project to continue until such time that the unit owners bring the project into compliance.