

**Scottsdale Shadows Regime II, Inc.**  
**RENOVATION POLICY AND FORM**

**CITY OF SCOTTSDALE BUILDING DEPARTMENT**

Owner is solely responsible for ensuring that all necessary permits are obtained from The City of Scottsdale Building Department prior to commencing any work. A copy of any/all required permits shall be submitted to the Association with the Owner's architectural request form prior to the Association rendering a decision.

**ASSOCIATION CC&Rs**

Owners shall be strictly responsible to ensure full compliance, including compliance by their contractors, sub-contractors and employees of the contractors and sub-contractors, of all provisions of the CC&Rs, as the same may be amended from time to time. Relevant provisions from the CC&Rs may include, but are not limited to, the following:

**Section 2.3 Alterations.** No co-owner shall without the written consent of the Council of Co-Owners make any structural alteration of his apartment unit or any portion thereof.

**Section 2.5 Floor Covering Required.** Each co-owner shall install and maintain at all times at his expense carpeting and/or approved sound conditioned floor covering on all of the floors in his apartment unit, except the kitchen and bath.

**RULES & REGULATIONS**

Owners shall be strictly responsible to ensure full compliance, including compliance by their contractors, sub-contractors and employees of the contractors and sub-contractors, of all Regime and RCI Rules and Regulations, as the same may be amended from time to time. Relevant provisions from the Rules may include, but are not limited to, the following:

- No moves or deliveries of large items may be made through the first floor lobbies, nor shall any of the lobbies be used as a workplace. (A "large item" is defined as too large to be carried by hand.)
- Care shall be taken to protect the hallway walls, carpets and elevators from dirt, stains, and other damage. Drop cloths and/or tarps shall be supplied by the Residents or their contractors, for use in the hallways and elevators.
- All workers, contractors, etc. shall leave the areas where they work clean and free from debris. If the workers use any of the service areas in the Common Elements, including the basements, stairwells or garages, they shall clean the area used at the end of each workday. Liquid substances in any form shall not be poured down drains in the laundry rooms or garages.
- No construction work by contractors or Residents shall commence in any building before 8:00 AM and all work shall cease by 6:00 PM. No work of any kind is permitted

on Saturdays, Sundays or Holidays.

- All workers, contractors, etc. are required to make every effort to limit the amount of noise while within the Regime. When work is being performed within a Unit, the front door, balcony and all windows should be closed in order to limit noise. All workers, contractors, etc. are prohibited from playing music, shouting and/or otherwise creating excessive noise. All workers, contractors, etc. are further prohibited from using the balcony, patio, hallway, etc. to perform any work, including, but not limited to, sawing, cutting, etc.
- The hallway outside of the Unit shall not be used for the storage (even on a temporary basis) of tools, work materials, refuse, etc. The garbage chutes in the Building shall not be used for the disposal of construction debris. RCI strictly prohibits the use of community dumpsters for construction refuse

**ADDITIONAL INFORMATION**

**STRUCTURAL vs. NON-STRUCTURAL:** If you have any questions regarding whether an alteration is considered structural, please contact the building administrator.

**FLOORING:** Pursuant to Section 2.5 of the Declaration, carpeting and padding are required in all areas of the Unit, except the kitchen and bath. In certain circumstances, hard flooring may be permitted in the hallway area, subject to the requesting Owner obtaining approval from and meeting all conditions set forth by the Board.

**KITCHENS:** Kitchen space may not be larger than 12'x12' unless approved in writing by the Board.

**Approval to Contact Contractor:** By signing below, I grant authorization to the Building Administrator and any/all Board Members to contact any/all contractors referenced herein for the purpose of verifying the information contained herein.

**ACCEPTANCE BY OWNER**

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Print name

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Signature

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Unit address

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Telephone Number

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Email Address



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APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

This form must be submitted to RCI office at least five (5) business days prior to work beginning for approval process to be completed.

**Change Orders:** All change orders during construction wherein material and/or contractor are revised must be submitted to and approved by the Building Administrator prior to proceeding.

**Material list, specifications, etc.** A material list, specifications and contractor information must be submitted at time of approval request. Receipts for material must be submitted upon completion of work before the deposit may be released.

**Water shut off:** 48 hour notice and \$30 payable to RCI. Water shut off for Regime II is Tuesdays and Thursdays. There will be no water shut off on Saturdays, Sundays or legal holidays except for an emergency.

**Contractors Hours:** Monday through Friday 8:00am to 6:00pm. No work is permitted on Saturdays, Sundays or legal holidays.

**Permits:** Permits are required with deposits prior to the approval of work to be done in advance. City of Scottsdale Building Department permits are required to be included with this request when applicable.

**Fines:** Please note fines may be issued for any Owner not conforming to these requirements. Fines may be withheld from your deposit or as dictated by the Regimes Fine policy.

## **OFFICE CHECKLIST**

- \_\_\_\_\_ Form completed and signed by owner
- \_\_\_\_\_ Contractor information attached - include insurance forms
- \_\_\_\_\_ City of Scottsdale Building Permits - include copies for all permits as required
- \_\_\_\_\_ Proper deposit received

**RCI and Regime II**  
**7800 East Camelback Road, Scottsdale, AZ 85251**  
**Phone: 480-994-0433, Fax: 480-423-9180**

**LIST OF CONTRACTORS**

**Contractor #1**

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Contractor Name

Phone

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Contractor Address

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Contractor License #

**Attach proof of insurance, including name and contact information for Contractor's insurance company.**

Contractor duties to be performed:

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**Contractor #2**

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Contractor Name

Phone

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Contractor Address

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Contractor License #

**Attach proof of insurance, including name and contact information for Contractor's insurance company.**

Contractor duties to be performed:

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**Please provide a separate page for additional contractors.**

**Scottsdale Shadows Regime II, Inc.**

**PROJECT COMPLETION FORM**

This form must be completed and submitted upon completion of your project. Your deposit will be withheld if this form is not completed and submitted upon completion of your project. Your deposit will be returned once the building administrator has reviewed and approved.

BUILDING: \_\_\_\_\_ UNIT: \_\_\_\_\_ ASSOCIATION: REGIME II

OWNER NAME: \_\_\_\_\_

OWNER PHONE: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

CONTRACTOR PHONE: \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_

PROJECT MANAGER PHONE: \_\_\_\_\_

ACTUAL COMPLETION DATE: \_\_\_\_\_

ACTUAL WORK COMPLETED: \_\_\_\_\_

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\_\_\_\_\_

**OFFICE CHECKLIST**

\_\_\_\_ Form completed and signed by owner

\_\_\_\_ Receipts for material, as required

\_\_\_\_ City of Scottsdale Building Permits - inspector approval, as required

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_