

SCOTTSDALE SHADOWS IV, INC.
7800 E. Camelback Road
Scottsdale, AZ 85251

CONSTRUCTION REGISTRATION FORM

Owner and Contractor understand and agree that liability for any damage to Association IV or RCI property (Common Areas/Common Elements) caused by a contractor, owner, or their respective employees or agents shall be the sole and joint responsibility of Owner and Contractor. An Owner doing work in their unit is considered a contractor.

BLDG: _____ UNIT: _____

OWNER NAME: _____

OWNER PHONE #: _____

PERSON IN CHARGE: _____

CONTRACTOR PHONE #: _____

CONTRACTOR LICENSE #: _____

START DATE: ____ / ____ / ____ END DATE: ____ / ____ / ____

SPECIFIC WORK BEING PERFORMED:

APPROVED BY: _____ DATE: _____

NOTE: This Contractor Registration Form, the accompanying Construction Affidavit of Compliance, and applicable damage deposit must be turned in to the RCI office **5 business days** prior to work beginning for Association IV to review and approve. NO WORK may begin without a posted Construction Permit.

WATER SHUT OFFS: Water shut-offs for Association IV are limited to the 1st and 3rd Wednesday of the month. 48 hour notice and \$50 payable to RCI. No water shut-offs are allowed on Saturdays, Sundays, or Holidays except in an emergency.

CONTRACTOR HOURS: 8am to 6pm **MONDAY THROUGH FRIDAY ONLY**. After hours, weekend, and holiday construction is prohibited.

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CONSTRUCTION AFFIDAVIT OF COMPLIANCE

Association IV (Scottsdale Shadows Building 26 and 27) rules of construction are listed below. These rules apply whether the work is being done by a contractor, handyman, condominium owner, etc. Ultimate responsibility of non-compliance or damage is the responsibility of the owner. This **Construction Affidavit of Compliance** must be posted on the condominium door along with the **Construction Permit**. **Lack of posting either the Construction Permit or the Construction Affidavit of Compliance on the condominium door shall result in the construction being halted by the Association IV Home Owners Association Board of Directors designee.**

1. Register construction work with the RCI office **at least 5 business days in advance of planned construction** and provide a refundable damage deposit of:
 - a. \$250.00 for work less than 30 days
 - b. \$500.00 for work greater than 30 days
 - c. \$20 key fob (non-refundable) for Contractor use must be purchased by Owner. (Separate check made out to Scottsdale Shadows IV, Inc.)
2. Building access will be activated on key fob with an approved **Construction Permit** on file with the RCI Office. *Email: reg4pres@scottsaleshadows.com to set up time to pick up keyfob for contractor at least 5 business days in advance of planned construction.*
3. Building access of key fob will be set to expire on the end-date submitted on the permit unless RCI is notified of an extended timeline.
4. A **Construction Permit** is valid for 90 days only. Extensions beyond 90-days will require additional non-refundable fees. Additional construction taking place within 6 months after the original permit expiration is considered an extension.
 - a. 1st 30-day extension \$250.00 non-refundable fee
 - b. 2nd 30-day extension and added \$500.00 non-refundable fee
 - c. 3rd 30-day extension **WILL NOT be approved**
5. **Construction hours are from 8 am – 6 pm Monday through Friday only. After hours, weekend and holiday construction is prohibited.**
6. Only garage lobby entrance or west stairwell entrance shall be used to move in/out tools and materials.
7. **Grocery Carts and Luggage Carts are for owners/renters only and are strictly prohibited for use by contractors.**
8. Tools or materials shall not be left or stored in any of the common areas or areas not intended for public access such as garage lobby trash chute room/electrical room.
9. **Construction vehicles are not permitted to park in Red zones, no-parking areas or underground owner parking spaces.**
10. Building doors are never to be propped open.
11. **Elevator and floor landings areas must be padded prior to moving any tools, materials or debris in or out of the buildings.**

12. Hallway carpets must be covered to be protected from the elevator landing to the unit under construction.

13. All work to be performed shall be listed on the **Construction Permit** and must comply with the rules spelled out in the Assoc IV CC&Rs, including but not limited to:
 - a. Each Owner making changes to flooring shall install and maintain at all times at his expense carpeting and/or other sound conditioned floor covering (17.14), as defined below.
 - b. No alterations of any Common Elements or any additions or improvements thereto or any alterations, additions or improvements to the patios or balconies associated with any Unit shall be made by any Owner without the prior written approval of the Board (13).
 - c. Enclosures, shades, screens or other items affecting the exterior appearance of any patio or balcony shall not be permitted without the express written consent of the Board of Directors. (17.16)
14. All work is subject to inspection at any time by the HOA. If work is being done that is not listed on the **Construction Permit**, construction privileges will immediately be revoked by the HOA.
15. **Deposit will not be refunded until Association IV verifies compliance via inspection upon completion.**
16. The unit owner is responsible for all damages done to common areas and the cost of repair and/or cleanup shall be deducted from the refundable damage deposit. If the refundable damage deposit is not enough to cover cost of repair and/or cleanup, the unit owner shall be fined to cover the cost difference.
17. Dust and debris are not to be tracked or left in the common areas including hallways and entrances.
18. Contractors and handymen are prohibited from disposing of any construction materials or paint on HOA or RCI property and or dumpsters. Any contractor found doing so may be immediately dismissed from the property.
19. First violations of these rules may result in fines or revoking of the construction privileges granted by the HOA. Any further violations beyond the first violation will result in fines.

Installation of New Flooring

Association IV CC&Rs require owners to maintain sound-conditioned flooring, changes to which must be approved by the Board of Directors which has adopted minimum sound reduction standards. There are two widely used measures:

- a. **Sound Transmission Class (STC)**, a numerical rating indicating **airborne** sound reduction (voices, TV, etc.)
- b. **Impact Isolation Class (IIC)**, indicating **impact** sound reduction (footsteps, objects dropped, knocked over etc.)

Association IV has set a **minimum** rating for each as follows: **STC: 70, IIC 70**, the higher the number the better. Hard floorings, i.e. laminate, vinyl plank, varieties of tiles and woods, have such ratings, as do compatible underlayment. **Top flooring and underlayment combined must be rated 70 or above on each standard.**

Approval and Verification Procedures for New Flooring

- a. Owners of units on 2nd floor and above planning to change flooring must submit their proposal to the RCI Receptionist and receive written approval from the Association IV Board of Directors before commencing work.* It must include a description of the flooring and a spec sheet giving the STC/IIC ratings for both top flooring and underlayment.

*Note: Although our documents *do not* currently require flooring in kitchens, bathrooms, and hallways be sound conditioned, we strongly recommend you adhere to the 70+ STC/IIC Standard as you are much more likely to avoid a noise

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complaint. Even if you meet or exceed Association IV standards, bear in mind our thick concrete floors do transmit certain types of noise which, with hard flooring, could mean you may be asked to take further action after Mediation even though you have fully complied.

- b. Once approved, the owner is responsible for verifying, to the Board’s satisfaction, that the proposed flooring, or if different, flooring that still meets or exceeds both standards was installed. After installation, please submit photos as follows:
 - i. A single photo of each room (or area) re-floored, showing the underlayment in place, partially covered with the chosen flooring (we suggest 25-50% coverage).
 - ii. A photo of the flooring box and underlayment roll showing them to be the items proposed. In the event of a late change, in addition to the photo(s), new product spec sheets will be required.
 - iii. If not already clear from the above photos, a “big picture” photo showing that the environment in which the flooring boxes reside (or the flooring is being laid) is the owner’s Scottsdale Shadow’s condominium.

I have read and agree to comply with the rules and regulations above concerning condominium remodeling and construction, as well as all rules as spelled out in the Assoc IV CC&Rs:

Owner Name (*Print*)

Building/Unit _____

Owner Signature

Date _____

Contractor Foreman Name (*Print*) _____

Contractor Foreman Signature _____

Date _____

Association IV Approval of Construction Permit:

Name (*Print*) _____

Board Position: _____

Signature: _____

Date _____