

# Project & Contractor Form Procedures

## For use by Owners in all Associations

### Complete Required Documents

1. All Construction/Contractor/Remodeling/Renovation forms are available on the Scottsdale Shadows website at [Forms and Rules – Scottsdale Shadows](#). Hard copies may also be obtained in the RCI Maintenance Office. An Owner doing work in their unit is considered a Contractor.
2. Be sure to note whether you will need to complete the Flooring Addendum or Balcony/Window Addendum and provide any required specifications with your application forms.
3. Application forms are to be submitted to the RCI Maintenance Office, either electronically or hard copy. To ensure timely processing and approval of your application, forms must be submitted at least 5 business days prior to the desired commencement date of work. The Association has five days business days to respond with a decision.
4. If applicable, a water shut-off request should be included (i.e. plumbing or air handler repairs or replacement).
5. RCI Staff will check forms for the following:
  - a. Ensure the forms are the current version.
  - b. Ensure the owner has initialed all pages where indicated.
  - c. Project and Contractor Registration form Page 1 must be completed.
  - d. Pages 2 and 3 must indicate type of work being performed.
  - e. Page 7, Acceptance by Owner must be completed and signed by Owner.
  - f. Page 9, Contractors are listed.
  - g. If applicable, Flooring Addendum and/or Balcony and Window Addendum must be completed and signed by Owner.

### Approval/Rejection Process

1. Applications will be reviewed by the Association. If the application for renovations has been approved, you will be notified by the RCI Maintenance Office of the approval by email.
2. If the application is not approved, you will be notified by the RCI Maintenance Office. The Association will provide a statement containing the explanation of the denial or request for clarification, additional information, etc.
3. Upon approval, a Signed Construction Permit will be placed on the door of the unit. No work may commence until the Construction Permit has been posted.

## Completion of Work

1. In order for any deposit to be released, the owner **must** return the Project Completion form to the RCI Maintenance Office. **If an inspection is not conducted within 5 business days of the work end date as noted on the permit, the check will be cashed.**
2. Inspection will be completed by RCI Staff. If there are any damages to common areas as a result of the contractor work, you will be notified by the Association. If necessary, the deposit check will be cashed to cover repair costs. The Association will notify you if the damage exceeds the deposit amount, or if a partial refund will be issued.
3. NO money will be refunded until the Project Completion form is returned and the Association authorizes the release of the damage deposit.
4. If the work requires an extension, extensions beyond 30 days and up to 120 days requires an additional \$250 refundable deposit, and must be approved by the Association. If an extension is required beyond the 120 days, then the Project and Contractor Form needs to be closed out per the process stated above in Completion of Work.
5. Extensions beyond 120 days require a new Project and Contractor Form and a new \$250 deposit to be submitted.