

**Scottsdale Shadows  
Association VI**

Owner Initial \_\_\_\_\_

**RENOVATION POLICY AND FORM**

**CITY OF SCOTTSDALE  
BUILDING DEPARTMENT**

The City of Scottsdale Building Department requires permits for any work outside painting, flooring, countertop or cabinet improvements. Work outside these items which include but are not limited to ceiling fans, modifying interior walls, plumbing fixtures, electrical fixtures, etc. may require a building permit. Please include a copy of your permit with the owner's request to complete renovations.

**RULES & REGULATIONS**

**Section 2, Part 4. Repairs**

A condominium unit Owner shall maintain and keep in good order and repair his own Unit(s) in accordance with the Condominium Documents. In the event notice is received by an Owner from an Association or RCI regarding repairs, the repairs must be completed within thirty (30) days following receipt of notice thereof, unless a different period is provided in the notice. Upon failure to complete the repairs within the time prescribed, the Association may make the repairs at the expense of the Owner, in addition to any and all other rights and remedies available, including monetary and other Sanctions. Repairs shall be done by qualified contractors or handymen, and Owner shall remain liable to the Association for any damages that may be incurred by the Common elements as a result of such repairs. Owner shall notify the RCI Registration and Records Office of any such repairs to be made and shall complete any form that may be required by said office prior to the commencement of any such repair(s). In addition, an appropriate Contractor Registration Form must be completed in connection with all repairs, modifications, additions or the like, and where required by the Association appropriate documents completed for the issuance of a permit together with any deposit that may also be required.

Padding of the Building Elevator - Gatehouse must be notified at least 24 hours prior to move-in, move-out or delivers of large items.

Deliveries – Monday through Saturday 8:00am to 6:00pm. (No Sundays or Holidays)

Contractors – Monday through Saturday, work can be performed 8:00am to 6:00pm (No Sundays or Holidays). Contractors must register with the Registration & Records Office.

**ASSOCIATION CC & R's**

**Section 13 – Alterations, Additions or Improvements** - ...Any Owner may make non-structural alterations, additions or improvements the interior of his Unit (but excluding for purposes of the authority herein granted any patio or balcony) without the prior written approval of the Board, but such Owner shall be responsible for any damage to other Units, the Common Elements, or the Property which may result from such alteration, addition or improvement.

**Section 17 – Use and Occupancy Restrictions** - ... Each Owner shall install and maintain at all times at his expense carpeting and/or other sound conditioned floor covering, in each case of grades and qualities from time to time approved by the Board of Directors, on all floors in his Unit, except in the kitchens, bathroom and laundry areas.

**ADDITIONAL INFORMATION**

**STRUCTURAL vs. NON-STRUCTURAL** – definition – any load bearing wall is a structural member. All other items are non-structural. Therefore, most interior walls within each condominium unit are nonstructural walls. If you have any doubts, please contact the building administrator.

**FLOORING**

Tile – ceramic tile, porcelain, travertine, etc. may be installed in kitchens, bathrooms and utility rooms only. Units purchased with any of these items in all other locations may be required to install carpeting (runners or area rugs) or other soundproofing material if adjoining residents complain about noise.

Solid Hardwood flooring - may not be installed. This type of flooring cannot be installed on pre-cast concrete slabs and/or concrete floors.

Laminate or Hardwood Flooring - Acoustical underlayment is required meeting or exceeding the following specifications: 1) must be tested per ASTM Test Method E 2179-01 – Standard Test Method for Laboratory Measurement of the Effectiveness of Floor Coverings in Reducing Impact Sound Transmission Through Concrete Floors; Laminate and Engineered Wood – IIC: 70, STC: 73, minimum; Vinyl Plank – IIC: 73, STC: 68, minimum.

**KITCHENS**

Kitchen space may not be larger than 15'x15' unless approved in writing by building administrator.

**ACCEPTANCE BY OWNER**

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Unit address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

**PROJECT AND CONTRACTOR REGISTRATION FORM**

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

BUILDING: \_\_\_\_\_ UNIT: \_\_\_\_\_ ASSOCIATION VI

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

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

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

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

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

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

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

START DATE: \_\_\_\_\_ ANTICIPATED COMPLETION DATE: \_\_\_\_\_

NATURE OF WORK: \_\_\_\_\_

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

**Change Orders:** All change orders during construction wherein material and/or contractor are revised must be submitted to the Building Administrator prior to work 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 \$50 payable to RCI. Water shut off for Regime VI 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 Saturday 8:00am to 6:00pm. No work is permitted on 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.

**Insurance:** Insurance information is required for all contractors working within Regime VI with projects which may affect Common and Limited Common areas. Please include a copy of insurance policy information for all contractors working on your project.

**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.

**Cutting Room:** Contractors requiring use of the cutting room must contact the Maintenance Department who will have the door opened for use that day. All scrap material and debris **MUST** be cleared out on a daily basis, or the Owner will be fined.

## **Owner Signature**

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Note: Owner to initial all pages and submit with Registration Form.

## **ADMINISTRATOR 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

## **Association VI Approval \***

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

\*Approval granted is contingent upon the owners' and contractors' compliance with City of Scottsdale requirements for licensing and permitting.

**LIST OF CONTRACTORS**

**Contractor #1**

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Contractor Address

\_\_\_\_\_  
Contractor Telephone – include cell phone number

Contractor duties to be performed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor #2**

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Contractor Address

\_\_\_\_\_  
Contractor Telephone – include cell phone number

Contractor duties to be performed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Scottsdale Shadows**

**Regime VI**

**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 VI

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

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

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

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

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

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

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

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

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

Owner Signature: \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

**ADMINISTRATOR CHECKLIST**

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

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

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

**ASSOCIATION VI APPROVAL**

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

Print Name \_\_\_\_\_