

CONSTRUCTION LETTER

UNIT# _____

Your condominium documents provide that any alterations, carpentry work, plumbing, structural, air conditioning installations, must be approved by the Board of Directors of the Association, prior to the commencement of the work. The approval is to be obtained in writing, through the Building Manager, who will present any such request to the Board of Directors.

It is suggested that if any such work is contemplated in the unit which you have purchased, you have your contractor address a letter to the Building Manager, outlining the work to be done and include plans, any needed permits, a certificate of insurance, and specifications of any changes to be made.

No contractor for carpentry, electrical, plumbing, air conditioning or other trade is to be employed to do work in the building unless first approved, and certificates of insurance are submitted to management indicating proper insurance coverage, i.e. workers compensation, general liability, etc. and naming the unit Owner, the 2500 Lakeview Association, and Wolin-Levin, Inc. as additional insureds.

If the contemplated work involves major structural or mechanical changes, the Association may require that the plans be reviewed and approved by a licensed architect or engineer designated by the Board of Directors, and the cost of these services will be at the undersigned owner's expense.

Owner must adhere to the building rules regarding renovation, including but not limited to reservation of the building elevator, hours (8:30 a.m.– 4:00p.m. returning masonite and leaving the building by 4:30 p.m.), noise abatement, and proper coverage of hallway carpeting. All debris must be hauled away daily and the contractor must provide his own dumpster. Upon entering the building, your contractor must first get enough masonite (floor covering) from the maintenance staff to cover the carpet from the elevator to the door of the apartment they will work in.

Owners must inform their contractors that, if opening walls or replacing kitchen or bath cabinets, they must call the building engineer when the walls are open so he may inspect the interior wall pipes. All plumbing construction in bathrooms and kitchens must include the installation of isolation valves at the riser and quarter turn stop valves for kitchen and vanity faucets. The branch line from the riser to the toilet, tub or sink in bathroom and/or kitchen must be replaced when doing work in those areas. The isolation valves, stop valves and branch line would be at the owner’s expense. If only replacing kitchen or bath cabinets, an access panel must be provided to access turn off valves before the new cabinets are installed.

ACKNOWLEDGEMENT:

_____	_____	_____	_____
Unit Owner	Date	Unit Owner	Date