

UNIT ALTERATION POLICY

General Restrictions

The following components may not be adversely affected by any alteration:

The structural integrity of the Building, any mechanical or electrical system, fire retardant or sound absorbent quality of the construction, lessen the support of any portion of the Building, violate any applicable law, ordinance or governmental rule, regulation or order.

Review Procedures

Plans for all alterations, additions or improvements to Units must be submitted to the Executive Board for approval and shall include the following information:

- (1) Detailed plans at 1/2" = 1' minimum scale, drawings, specifications in sufficient detail to adequately and fully disclose the proposed alteration.
- (2) All alterations are to be approved by an engineer/architect selected and retained by the Board at the Owner's expense.
- (3) A photograph supplied by the Owner depicting the existing construction and/or appearance of the area to be altered. Upon completion of construction, a photograph of the addition or alteration will be supplied to the Association.
- (4) A statement by the Owner agreeing to expeditiously complete such alteration in accordance with the plans and specification which have been approved by the Executive Board and agreeing to pay the full costs of performing all such alterations.
- (5) The Executive Board may require a statement prepared at the Owner's expense from a qualified licensed professional that the proposed alteration will not adversely affect the integrity of the existing Common Elements.
- (6) A statement from the Owner must be provided acknowledging responsibility to maintain, repair and replace areas subject to addition or alteration. If the area that is the responsibility of the Owner to maintain falls into disrepair or is considered dangerous, unsafe, unsightly or unattractive, the Board shall have the right, upon fifteen (15) days prior written notice to the Owner, to correct such condition and assess the cost to the Owner.
- (7) A Bond or Certificate of Deposit made payable to Pier 3 in the amount of \$5,000 must be posted to cover liability for any violation of these rules or damage to any part of the building. Upon final completion of the work, the bond will be released.
- (8) These requirements do not apply to interior decorating such as painting, wallpapering or alteration of interior non-load bearing walls.
- (9) All workers are required to abide by the Declaration of Pier 3, any other requirements made applicable to the specific alteration or addition, and the Rules of the Association, in particular the policies and procedures outlined under X. CONTRACTORS EMPLOYED BY UNIT OWNERS.