

Lake Forest Condominium Association

Architectural Improvement and Remodeling Request Form

Unit Number ___ Unit Owner Name(s) _____

Mailing Address _____ Phone _____

Email _____

Requirements:

1. Owner improvements are **only permitted within the individual units** and may not interfere with or affect any adjoining units.
2. **No modification of any kind will be permitted to the building exteriors** or any Common Element of the Lake Forest Condominiums complex. For example: vents going through siding (such as but not limited to tankless water heaters and gas fireplaces vented horizontally through the wall – must use chimney), siding, railings, decking, external doors, windows, light fixtures, skylights etc.
3. Any request to make changes to structural interior walls, plumbing locations, electrical wiring, fireplaces, windows or doors must be accompanied by detailed drawings, specifications and descriptive literature.
4. For any work that may require building permits by either Summit County or the Town of Frisco, the unit owner must obtain such permits and provide a copy thereof to the HOA prior to the commencement of any work.
5. Any contractor or tradesman engaged by the unit owner to work on the unit **must be licensed** in the trade they are practicing in Summit County or the Town of Frisco for the type of work requested. Contractors must also be properly insured. It shall be the unit owner's responsibility to provide written evidence of the contractor's and/or tradesmen's proper license and insurance to the HOA.
6. Any work related to water lines must be performed by a license plumber to avoid water damage in owner's unit and other owners' units.
7. Additional unit contractor/DIYer needs requiring specific written Board approval:
 - a. On-site contractor vehicle 'storage' (e.g., van or a trailer used to store tools or materials and left on-site overnight during the unit's project);
 - b. Common area workspace (e.g., tile cutting, wood sawing). If an outside workspace is needed, the owner must also define the plan to ensure their contractor does a daily cleanup of any such common areas.
8. After the approval of the Architectural Improvement and Remodeling Submittal Form, the owner **must notify** the Property Site Manager when work will commence in the unit.
 - a. Owner **must provide** contractors with a copy of Lake Forest's Architectural Improvement and Remodeling Policy for requirements, restrictions and standards.
 - b. Owner **must notify** the Property Site Manager when contractors will be on site.

Restrictions:

The Unit owner must insure that:

1. Construction debris, fixtures or furnishings of any kind are **NOT** discarded in the Lake Forest trash building or recycle receptacles.
2. Any construction debris that has been left for the site manager to clean will be charged back to the owner.
3. Construction vehicles, materials and supplies do not block any entryway except for very short periods while direct loading or unloading activity is underway.
4. No construction materials supplies, tools, trailers or vehicles will remain outside overnight or on weekends.
5. Noise from construction must be limited as much as possible. Hours of construction activity will be limited to 8 a.m. to 6 p.m., Monday–Friday. On Saturday, construction is allowed only on between 8 a.m. and 2 p.m. No construction is permitted on Sundays.
6. Construction activity is conducted in a manner that does not leave any dust, scraps, paint or other damage to the exterior stairs, railings, decks, building walls or driveway surfaces of Lake Forest.
7. No work may be performed in the common areas such as, but not limited to, the vestibules and parking lot.
 - a. If work cannot be performed in the owner’s unit or garage then contact Property Site Manager for an alternative.
 - b. If the property site manager has to clean up after any person doing remodeling work, then the owner will be invoiced for the cleanup services as deemed necessary by the property site manager and invoiced to Lake Forest Condominium Association.

Standards:

1. **Windows and Exterior Doors.** A unit owner may replace windows, patio doors or skylights in their unit only with approved products from the list in ***Attachments A & D.*** Exceptions to this list may be granted on a case-by-case basis only upon written approval by the Board. Note that Summit County requires that all window and door replacements meet County energy codes and be permitted before installation.
2. **Front Doors.** A unit owner may not replace or modify the front door. It is a limited common element.
3. **Front Door Locksets and Deadbolts.** Owners may replace front door locksets and deadbolts. The recommended exterior standard is bright brass to coordinate with original materials and recently renewed unit numbering. Typical examples are shown in ***Attachment B.*** Exceptions to this list may be granted on a case-by-case basis only upon written approval by the Board.
4. **Screen/Storm Doors.** Owners may install screen/storm doors on the entry of their unit. The only storm/screen door approved for Lake Forest is shown in ***Attachment C.*** Exceptions to this standard may be granted on a case-by-case basis only upon written approval by the Board.
5. **Flooring.** Lake Forest Condos were initially constructed with carpeting on most of the flooring. This provided a reasonable sound barrier for any units on lower floors. If an owner wishes to replace the carpeting or any current flooring with a solid type of flooring, i.e., hardwood, tile, composite synthetic wood etc.; a minimum sound standard for the new flooring system (STC or IIC) of 65 db will be required. This noise abatement standard will not apply to ground floor units. In addition, a moisture barrier will be required.

6. **Interior Walls** No interior walls may be constructed in units or garages that interfere with the proper operation of the fire suppression sprinkler system. No structural changes to interior walls are allowed without written Board approval.
7. **Fire Suppression System.** Relocation or modification of any element of the fire suppression system will not be allowed for safety and contractual reasons.
8. **Shades, Blinds, and Curtains.** Unit owners' choice may be installed, so long as the street-side color is a neutral color such as white, ivory or beige with no other design or lettering showing.

Approved Architectural Standards

- Pella Lifestyle wood windows and patio doors with brown painted aluminum exterior cladding
- Schlage doorknobs, deadbolts and keyless entry in brass
- ANDERSEN 8 Series Storm Door bronze color brass hardware

See the Architectural Improvement and Remodeling Policy on the Lake Forest website

Description of project (include detail plans, colors, model #'s, layouts, etc.):

Planned START date _____ Planned COMPLETION date _____

I (we) understand that I must receive written approval of the HOA in order to proceed. I also understand that HOA approval DOES NOT constitute approval of the local building department and that I may be required to obtain a building permit. Any project not started within 120 days of HOA approval will require another request by the unit owner.

UNIT OWNER signature _____ Date _____

Site Manager Signature _____ Date _____

HOA Board of Directors Action:

Approved as submitted

Approved subject to modifications required below

Disapproved. Comments below

Signature of Maintenance Committee Chair _____ Date _____

_____ Required Modifications or Comments (if any):

IMPERATIVE

After the approval of the Architectural Improvement and Remodeling Submittal Form, the owner **must notify** the Property Site Manager when work will commence in the unit.

Call 970-368-6374 or email jackk@buffalomangers.com

Owner **must provide** contactors with a copy of Lake Forest's Architectural Improvement and Remodeling Policy for requirements, restrictions and standards.

Owner **must notify** the Property Site Manager when contractors will be on site.