

Knik Arms Condo Association
Renovation Agreement

The association encourages its members to renovate and upgrade their units, while protecting investments in our common areas and the living environment for all our residents. Work rules have been developed and approved by the Knik Arms Board (KAB) to achieve these objectives and to provide for the least amount of disruption to others in the building.

- 1) Any improvements that require a contractor must have prior approval from KAB.
- 2) All contractors must file paperwork with Snow's Management to show that they are licensed, bonded and insured before work may begin.
- 3) The time frame of proposed work must be presented to the KAB or Snow's Management so that arrangements may be made for:
 - a) Building access
 - b) Parking
 - c) Trash removal
 - d) Utility stoppages
 - e) Staging and delivery of materials or tools
 - f) Hours and duration of work
 - g) Municipal Inspections and permitting
 - h) Anything that may disturb the residents
- 4) No electrical work may begin without prior approval of KAB.
 - a) The Municipality of Anchorage must properly permit and inspect all electrical work.
 - b) Any installed kitchen and bathroom outlet must be a Ground Fault Interrupter (GFI).
 - c) Any microwave or stove installed must be on a dedicated 20-amp circuit.
- 5) All contractors must have a placard placed in their vehicle window while parked on Knik Arms property.
 - a) The placard will include the unit number they are working in and duration of the work. For example, Unit 101, 4/1/16 - 4-7-16.
 - b) They must park in the unit's assigned parking space.
 - c) They may not block trash pickup while loading and unloading supplies.
 - i) Trash pickup is on Monday, Wednesday, Friday and Saturday between approximately 7am and 8am.
- 6) Materials and tools may be stored in the basement with prior approval from KAB or Snow's Management.
- 7) Work is only permitted between the hours of 8am and 6pm Monday through Friday and 10am and 6pm on Saturday and Sunday. Exceptions may be granted with prior approval only.
- 8) Any contractor that damages a common area will require be required to compensate the Association for the cost of repair.
- 9) The contractor must remove all construction debris from the property on a daily basis.
 - a) The dumpster may not be used if already more than half full.
 - b) Appliances and large materials may be stored in the basement pending removal with prior approval.

**Knik Arms Condo Association
Renovation Agreement**

- 10) Any fire alarms set off by the contractor will be the responsibility of the owner to pay fines for.
- 11) Pads must be used while transporting materials or tools in the elevator at all times.
- 12) All contractors must obtain a keycard from Snow's management to gain access to the building.
 - a) The Contractor may not use the owner's keycard at any time.
 - b) The Contractor must return the keycard to Snow's Management upon completion of the project.
- 13) There may be no utility outages that affect other units without at least 48 hours notice to the units affected by the proposed outage.
- 14) The contractor must clean all common areas affected by construction on a daily basis; including the elevator, hallways, stairs, basement and loading zone.
- 15) Any flooring installed must include padding to reduce the noise between floors.
- 16) When replacing bathroom shower/tub valves notice to the adjacent unit's owner must be provided anytime the wall is opened so that the owner may have an opportunity to replace their valves at that time.
- 17) All contractors must observe the association's house rules at all times.

In order to obtain approval for the renovation work in your unit you are required to furnish the following information:

- a) A written scope of the work, as attachments to this agreement.
- b) A list of the primary contractor(s) and/or general contractor information below.
- c) Copies of general liability insurance showing an endorsement naming Knik Arms Condo Association and the Unit Owner as additional named insured.
- d) Attach a copy of certificate of worker's compensation insurance for the primary and/or all subcontractors.

Contractor	Contact Name	Phone Number	License Number	Business License Number

After signing the **KNIK ARMS RENOVATION AGREEMENT** work may begin on:

Planned Start Date: _____ Expected Completion Date: _____

A Notice of Rule Violation will be delivered to both the owner and contractor upon a violation. All parties are aware that multiple violations will lead to both fines and work stoppage of the project, until a meeting is conducted with Snow's Management and they are convinced that no further violation may occur.

Knik Arms Condo Association
Renovation Agreement

History of Noncompliance. The KAB reserves the right to prohibit access to the building of any contractor, subcontractor or other building trade that the KAB determines has established a history of substantial work rule violations, as stated above.

This document is an Agreement between the Knik Arms Condominium Association and the undersigned Contractor and the Owner of **Unit**_____. The undersigned Contractor, by their signature agrees that his company and its subcontractors commit to comply with the work rules described in this agreement. The Unit Owner agrees that they are responsible for overseeing their contractor(s) abide by this agreement and is also responsible for all damages the contractor(s) cause to the common area and fines levied for abuse of work rules.

Contractor _____

Unit Owner _____

Snow's Management _____

Date of Agreement _____