

RESOLUTION OF THE
AVILA PARK CONDOMINIUM ASSOCIATION, INC.
UNIT, BALCONY AND STORAGE UNIT IMPROVEMENT POLICY


SUBJECT: Adoption of policy and procedures for activities related to the improvement of a unit.
PURPOSE: To define criteria which allow an owner to improve their unit while also preventing damage to common areas and preventing activities which disturb other members of the community.
AUTHORITY: The Declaration, Articles of Incorporation and Bylaws of the Association and Colorado law.
EFFECTIVE DATE: February 25TH, 2019

1. **RESOLUTION:** The Avila Park Condominium Association hereby adopts the following procedures for addressing unit improvements:
2. **Definition:** A unit improvement is defined as such if it meets any one of the following criteria:
 - a. **Drywall Repair**
 - b. **Plumbing or Electrical**
 - c. **Removal, repair, replacement, maintenance of any of the following:**
 - i. Floors, Walls, Ceiling, Windows, Doors, Cabinets, Drywall, Sink, Tub, Toilet
3. **Design Request:** Requests for Unit modifications must be made in writing to and approved by the Avila Park Board before work is begun. The Design Request Form is on the Avila website.
4. **Damage Deposit:** \$500 shall be paid to the Management company and shall be refundable.
5. **Plumbing:** Except for Emergencies, water for the building may only be shut off on the last Thursday of the month and notice must be posted on all exit doors one week in advance.
 - a. Quarter Turn shutoff valves are recommended to be installed.
6. **Door Handles:** If door handles and locks are changed, they **must be in the style of oil rubbed bronze**, and a copy of the key must be provided to the Management Company.
7. **Hallway Carpet Protection:** Carpet must be covered to protect from debris and moving damage. Contractors should wipe their feet before leaving the unit to avoid tracking debris outside of the unit.
8. **Contractor Loading:** Contractors must use the North Door. Materials, equipment and tools must be brought in exclusively through the north door.
9. **Notification:** The Avila Park Management Company must be notified one week in advance of any planned moves/deliveries. They will put up the pads and provide an elevator key. Owners are responsible for keeping track of the key and returning it in a timely manner. Please see Moving and Delivery Policy for additional details.
10. **Elevator:** The Avila Park Management Company must be notified one week in advance of any planned moves/deliveries. They will put up the pads and provide an elevator key. Do not keep the elevator "locked down" when you are not using it. Be considerate of people in the building who have disabilities and who require the elevator. After each trip, the elevator must be released to allow for others to use it.
11. **Building Access:** Moving tools, supplies, or materials through either the Lobby or Parking Garage is not permitted. All moving of tools, supplies, or materials must take place through the North Side door of the Basement.
12. **Moving Items:** A shopping cart or dolly must be used whenever possible. Items must be carried. Items must never be drug or pushed over the floor. **Do not store shopping carts in units – they are for the use of all residents.**
13. **Common Areas:** Avila Park provides several common areas throughout the community. These common areas must be kept clear for the use and access of owners and guests of the Avila Park Community.
 - a. Common areas must be cleaned at the end of each day.
 - i. Hallways vacuumed. Elevator floor and Stairwells mopped.
14. **Disposal of Materials:** Large materials, items, and debris removed during construction and repair (such as but not limited to old carpet, tiles, doors, cabinets, furniture) should be placed in bags or wrapped in plastic before removal from the Unit and are not to be left in the common areas or dumped in the trash. The Elevator pads and key must be requested. Proper disposal and removal of these items from the building premises is the owner's/contractor's responsibility. This also applies to all hazardous and flammable materials and their containers which are used in renovation and construction. Contact the Management Company to take advantage of the Association's 30% discount from 1-800-Got-Junk.
15. **Dumpster Use:** A small amount of construction debris can be deposited in the building's dumpsters as long as the dumpsters are not filled more than halfway full. However, items (per #8 "Disposal of Materials" placed inappropriately in common areas or in the building dumpster) will result in a disposal charge.
16. **Hours:** Monday through Friday: 9 am – 5 pm; Saturday: 9 am – 3 pm. Sunday: No work is permitted

17. Enforcement:

- a. The Avila Park Property Manager shall be responsible for the enforcement of the Abandoned Article Policy. The Board may also choose to enforce this Policy.
- b. Any Owner or Occupant found in violation of any section of this Policy shall be subject to the following fees at the expense of the unit owner.
 - i. Fine – Tier 3 per of the Enforcement Policy
 - ii. Damages – All repair or replacement costs required to restore the common areas to their condition prior to the damage shall be the responsibility of the unit owner.

President's Certification: The undersigned, being the President of the Avila Park Condominium Association, Inc., a Colorado nonprofit corporation, certifies data foregoing resolution was adopted by the Board of Managers of the Association, at a duly called and held meeting of the Board of Managers on 02/13/2019 and in witness thereof, the underside has subscribed his/her name.

AVILA PARK CONDOMINIUM ASSOCIATION, INC.
A Colorado nonprofit corporation
By: 
President