

## **FOXWOOD CONDOMINIUM I, II, & III**

### **RULES AND PROCEDURES FOR REMODELING OR IMPROVING UNITS**

No structural addition, or no alteration or improvement may be made in or to a Unit or in, on or to the Common Elements, without the prior written consent of the Board of Managers. Nothing shall be done in any Unit or in, on or to the Common Elements, which shall impair the structural integrity of any Buildings, or which would structurally change any of the Buildings.

Written request to make any addition, alteration or improvement of a structural nature, or which would change the exterior appearance of a Unit or Building, must first meet with the advance written approval of the Board of Managers of the Condominium in which the affected Unit is located. If the proposed work will result in any change to the exterior of a Building, patio, deck or other common element, written approval of the Foxwood Homeowners Association's Architectural Review Committee must also be obtained prior to the commencement of any work to ensure uniform application of remodeling rules throughout Foxwood.

Written details of the proposed work must be submitted to the Board (and, where applicable, to the Architectural Review Committee), along with proposed drawings, specifications, and the names of all contractors who will be performing the work. Written response shall be made within 30 days of the Board/Committee's receipt of the above documentation, and work shall not commence until all required written permission has been granted. Unit Owners who undertake remodeling projects as described herein without written permission will be subject to fines, and may additionally be required to remove the addition, alteration or improvement, or make further modifications when they do not conform to standards applied by the Board and/or the Architectural Review Committee.

All renovations may be undertaken only if complying with the following procedures:

- \*\*Each Unit Owner shall deposit a check with the office for \$1,000, which check shall be returned at the completion of the project and on the successful inspection(s) of the project and common hallways, which inspection(s) may also occur at the start of the project, and during the project.
- All work must be performed by licensed and insured contractors, and if permits are required from the Village of Pleasantville for the type of work being performed, the Unit Owner must obtain such permits and display them prominently as required. Prior to performing work, all such contractor must provide a certificate of insurance naming Foxwood Homeowners Association, Inc. as "named-insured". See attached "Insurance Requirements and Contractor Indemnification".
- All contractors visiting the site must check in with the Superintendent before beginning any work to announce their presence and communicate their planned work schedule throughout the project.

- Common entrance floors must be swept and vacuumed of construction debris at the end of each working day.
- All packing and construction material and debris must be promptly removed from the property, and not placed in or near garbage sheds. If the project requires a separate dumpster, permission must first be sought from the Superintendent, who will also approve its location.
- In case of a major renovation which can reasonably be expected to affect other Building occupants, the Unit Owner must post on their Building's bulletin board, at least 5 days prior to the commencement of any work, a notice to neighbors detailing the type of work being done, as well as the Unit Owner's name and phone number to call with questions, or in the event of an emergency.
- Unit Owners will be held fully responsible for the actions of their contractors, including reimbursement for consequential damages and fines for Rules violations. For example, damage to one area of common hallway carpeting may require complete replacement of the carpeting; and such expense, if determined necessary by the Board of Managers, will be the responsibility of the Unit Owner. Similarly, if the Condominium must remove bulk waste or construction debris, the responsible Unit Owner will be billed for those services.
- \*\* Proper noise insulation will be required when installing flooring above another unit, whether on the 1<sup>st</sup> or 2<sup>nd</sup> floor, the specs of which will be on file in the office. A minimum 60 IIC and 60 STC is required. A licensed and insured contractor must be used at all times.
- \*\* Any unit above another, whether on the 1<sup>st</sup> or 2<sup>nd</sup> floor, will require 80% carpeting or area rug coverage throughout, on an area-by-area basis, including hallways, but excluding kitchens and bathrooms. Carpets or area rugs must be at least a 50-ounce grade with at least an 8-pound density pad, or 32 ounce felt pad, depending on the carpet or area rug style. Normal plush carpets or soft carpets typically use an 8-pound density pad, Berbers and low pile carpets typically use the 32-ounce felt pad. A licensed and insured contractor must be used at all times and sample material for flooring and carpeting or area rugs must be first approved by the Board of Managers.
- \* All renovations to a unit must be done between 8:00 AM and 6:00 PM Monday through Friday, 8:00 AM to 3:00 PM on Saturdays, and never on Sundays or holidays.
- \*\*\*\* The painting of units by licensed contractors must also adhere to these timeframes.
- \*\*\* For the sake of clarity and notwithstanding anything to the contrary contained herein, the additions, alterations or improvements requiring licensed contractors and insurance submitted shall include, but not be limited to: bathroom remodeling, kitchen remodeling, flooring installation, any and all such instances where plumbing and electric are involved.

- \*\*\* Any exposure of common elements requires a condo inspection before area is closed to ensure there is no damage.
- \*\*\* In the instances that require a building permit, a copy of the Certificate of Occupancy must be provided after the work is completed.
- \*\*\* Unit owners, along with their General Contractor, must fill out and sign Foxwood's 'Application for Board Approval to Remodel Unit' available on this website.
- \*\*\*\* The Foxwood Property Manager needs to be advised in advance when oil or alcohol-based paints / floor finishers are used. These products require special ventilation procedures to avoid noxious fumes affecting other unit owners. The Foxwood Property Manager needs to approve, in advance, the preventative procedures being used.

Enacted 4/11/06; effective 6/1/06; \*amended 3/10/2015, \*\*amended May 11, 2021, \*\*\*amended January 10, 2023, \*\*\*\*amended April 8, 2024.