

# Mount Vernon Towers Homeowner's Association

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## *Homeowner and Contractor Policies and Procedures Manual*

The purpose of this document is to ensure that any maintenance, construction, or remodeling work done by outside parties is done in compliance with State and local codes to ensure the safety of the Homeowner requesting the work, as well as the safety and integrity of the common elements of Mount Vernon Towers. In addition, it is intended to provide the contractors with information that allows them to complete their work as expeditiously as possible with minimal disruption to MVT residents and neighboring condo units. Lack of compliance with these Policies and Procedures will generate applicable fines and/or rejection of plans affecting both the Homeowner and/or the Contractor.

**BEFORE CONSTRUCTION STARTS, A DESCRIPTIVE AND DATED SCOPE OF WORK NEEDS TO BE SUBMITTED TO RICK WEAVER, DIRECTOR OF MAINTENANCE, ALONG WITH THE SIGNED PAPERWORK ATLEAST THREE DAYS BEFORE CONSTRUCTION START TIME. ALL CONTRACTORS MUST MEET WITH THE DIRECTOR OF MAINTNENACE BEFORE STARTING WORK. ANY CONTRACTOR FOUND ON PREMISES THAT HAVE NOT COMPLIED WITH THIS MVT REQUIREMENT WILL BE ASKED TO STOP WORK UNTIL COMPLIANCE WITH THIS REQUEST HAS BEEN ACHIEVED.**

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8/07/2023

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## General Items

### Introduction

These Construction/Remodeling Policies and Procedures are the guidelines for unit renovations and alterations in the Mount Vernon Towers Condominium Association. They supplement the Resident Manual, the Declarations, and By-Laws. They shall be followed by Unit Owners and contractors working for individual Unit Owners. This packet must be read, and a signed remodeling agreement, Appendix "A," submitted before commencing construction so that all parties are familiar with the requirements and limitations that will affect condominium construction. No work may begin until the new Homeowner has title to the unit and the Director of Maintenance has approved the Scope of Work and has submitted a signed Remodeling Agreement and any other applicable signed agreements from this document's appendices. Homeowner remodeling must meet national and local building codes even if the previous Homeowner did not meet the required codes.

### Contacts

If you have any problems or questions, please contact the Executive Director or the Director of Maintenance.

Rita Malone, Executive Director: 423-470-3745

Rick Weaver, Director of Maintenance: (404) 255-3534

### Building Description

Mount Vernon Towers Condominium Association (hereinafter referred to as "the Building" or the "Association") is located in Sandy Springs, Georgia. The Building is a ten-story high-rise (A and B Buildings), mixed-use development consisting of the following components: Parking Garage/Deck, Personal Care Center, Common Areas such as the Dining Room, Meeting Rooms, Sunporch, Lobbies, Grounds, Pool, Gazebo, and Dog Park, as well as the Mechanical Areas and Residential Condominiums; and other areas not listed.

### Planning and Coordination

The Unit Owner and Contractor shall plan, coordinate and execute any construction or remodeling work (hereinafter referred to as "construction") in such a way as to preserve the integrity of the Building and its components. At no time shall the requirements of either the Building or governing authority for occupancy of any component be jeopardized. Each Homeowner must become familiar with the MVT Construction Manual, MVT Resident Manual, and MVT By-Laws and Declarations before construction. The Sales Agent must inform the new Homeowner of these requirements at the point of sale. It is incumbent upon the new Homeowner to understand these requirements before any and all construction.

### Confidentiality

With respect to the Association, any and all knowledge, information, data, materials, trade secrets, and Association work product obtained, produced, generated, or otherwise acquired by Unit Owner, a Contractor, or its agents, employees, subcontractors, and sub-subcontractors, shall be confidential.

### Liens

Any mechanic's lien rights arising from work performed or materials or labor furnished shall attach solely to the condominium Unit where the work is performed. Contractors shall have no lien rights with respect to the building, its common elements, components, or other Units in the Association. Every Contractor shall waive and release any lien rights to any other portion of the building for labor, materials, and services furnished. The Unit Owner and any contractor shall indemnify the Homeowner's Association (HOA) against claims by subcontractors. The relevant provisions of this paragraph shall be included in all subcontractor agreements, and such agreements will be submitted to the Association for review and approval. See Appendix D.

### Association Rights

In the sole judgment of either the Mount Vernon Condominium Association or its Managing Agent, when an emergency exists because of the construction, which in the Association's opinion requires immediate corrective action, then the Association may, without notice, perform such corrective work or cause it to be performed by others. In such case any costs arising from such corrective action work will be borne by the Unit Owner and/or the Contractor. The Association reserves the right to access any part of the Unit and construction area to observe the work at any time. The Unit Owner and any Contractor or workers shall cooperate with the Association during access for observation of work.

### Construction Categories

Outside contractors perform two types of jobs: those that need to be permitted by the City of Sandy Springs and those that do not. All contractors and subcontractors, whether permitted or not permitted, are required to fill out the Contractor's log at the front desk whenever they are working in the building.

The contractors log has columns asking for the date, the condo being worked on, the approximate number of workers that will be in the unit at any one time, a contact name and phone number for the lead person on-site, the time of arrival on site and the time leaving in the evening. MVT will issue a contractor badge, and each Contractor, sub-contractor, and their agents must always wear the badge while working within MVT property.

**BEFORE CONSTRUCTION STARTS, A DESCRIPTIVE AND DATED SCOPE OF WORK NEEDS TO BE SUBMITTED TO RICK WEAVER,**

**DIRECTOR OF MAINTENANCE. ANY CONTRACTOR FOUND ON PREMISES THAT HAVE NOT COMPLIED WITH THIS MVT REQUIREMENT WILL BE ASKED TO STOP WORK UNTIL COMPLIANCE WITH THIS REQUEST HAS BEEN ACHIEVED.**

The Scope of Work must include the type of work to be done and the licensed and insured trades involved, such as plumbing, electrical, and HVAC, be identified by company name and contact information. The Homeowner may be advised that a permit is required at that time. Generally, if a job requires a permit, it will be a residential permit from the City of Sandy Springs. Homeowners are expected to provide the City of Sandy Springs with a notarized Homeowner's Affidavit, as required by the City. A copy of the permit must be posted on the unit door while the work is being performed.

**Owners must meet with MVT Maintenance prior to the start of the project. MVT Maintenance must review the project before the walls are closed**

## Category: Projects That Do NOT Require a Permit:

**Projects that don't require permitting are those that don't involve changing the layout of the property. These projects will still require a Scope of Work to be submitted to Mount Vernon Towers.**

Examples not requiring a permit:

- Painting
- Flooring (carpet, tile, hardwood installations)
- Trim and baseboards
- Wall mounting (decorative and entertainment such as flat screen televisions)
- Interior doors may be replaced
- Door hardware
- Balcony Tile (Exterior and/or epoxy grout is required)
- Counter Tops (Requires a licensed plumber to connect water and drain lines.)
- Low Voltage projects like moving the location of a TV (opening a wall to move the TV location must be permitted)
- Replacing existing light fixtures, outlets, and switches do not require a permit if the switch or outlet or fixture remains in the same location and the wiring is NOT relocated

If you are in doubt as to whether your project requires a permit, call the Sandy Springs Permit Office at 770-730-5600 and ask to speak with a Construction Permit Technician. Do this "before" contacting the Maintenance Director.

### Electrical:

An electrical permit, rough inspection and final inspection are required for all projects involving electricity including low voltage projects such as security systems, audio, telephone, and networking. (Except as noted above.) Due to the hazardous nature of electricity, inspections are always required. This is required if a homeowner/contractor wants to install new lighting, relocate outlets or switches, or add features such as undercounter lighting. The only exception is if an electrical permit is issued as part of a larger residential building permit. See more information on Page 10.

### Plumbing:

A plumbing permit, rough inspection and final inspection are required for all projects involving plumbing work. Mount Vernon Towers is considered a commercial building and commercial codes are required. It is recommended that you use a plumber when replacing plumbing fixtures. Water damage in a high rise can be costly. You don't need a plumbing permit for simple repairs such as unclogging a sink or if a plumbing permit is issued as part of a larger residential building permit. See more information on Page 10.



**Mechanical:**

A Mechanical (HVAC) Permit, rough inspection and final inspection are required for all projects involving heating, ventilation, and air conditioning projects. Due to the potentially dangerous scenarios dealing with water pressure, a Mechanical (HVAC) Permit, rough inspection and final inspection are always required. The only exception is if a Mechanical Permit is issued as part of a larger residential building permit or commercial building permit. MVT is largely responsible for the HVAC at Mount Vernon Towers. However, if a homeowner or contractor wants to move an HVAC vent, an HVAC permit is required. See more information on Page 11.

Please refer to Appendix F to review the MVT washer/dryer requirements.

## General Policies and Procedures

### Construction Plans

Construction plans and a Scope of Work must be submitted to Mount Vernon Towers for review **BEFORE** construction begins. This includes cosmetic upgrades such as paint and flooring work that does not require permitting of the project, but the homeowner must submit a Scope of Work and the contractor and subcontractors must sign in at the front desk. The City of Sandy Springs requires a drawing and Scope of Work to issue a permit. The approved Permit must be posted on the front door of the unit during construction. Please refer to Appendix G and H.

### Work Hours

Working hours are from 9:00 a.m. to 6:00 p.m., Monday thru Saturday for any work that has the possibility of disturbing a resident as a result of undue noise or use of the elevator. Work that can be accomplished without disturbing neighboring residents in any capacity (including hall or elevator usage) can be done at any time except Sundays. No contractors should be on the premises on Sunday unless given special permission by the Executive Director.

### Common Area Cleanliness/Air Quality

Mount Vernon Towers prides itself on cleanliness as well as many other things. Our residents expect the halls and elevators to be clean, unobstructed, and free of debris. All contractors are expected to leave the elevators and halls as good, or better, than when they arrived to work. They shall use only the padded elevator to move materials and equipment. The unit owner of a condo being renovated by a contractor that doesn't clean up after themselves each day will be billed for the cost to clean the common areas by the Mount Vernon Towers Staff.

In addition, if there is any painting in process, contractors are not allowed to clean their brushes and rollers in the laundry rooms. They must seek permission to use the housekeeping sink across from the trash room on each floor. Further, paint cans and construction materials **Must Not** be put in trash shuts under any circumstances, or the Homeowner will be fined. **All contractor dumpsters must be placed on the parking deck in the right-hand corner and back wall, AND NO LARGER THAN A 10 YARD IS PERMITTED. The MVT front desk must be notified in advance of any dumpster delivery.** Dumpsters in that area are for the contractors and paid for by their clients. Residents may NOT use those dumpsters, or they will be fined.

Air Quality is a serious issue where older individuals reside. Homeowners/Contractors are required to properly ventilate the outside of a unit if they are using oil based or lacquer products. Towels must be placed under the front door to minimize fumes. A "Zip Door" is preferred. Low VOC products are recommended. If lacquer product is used, a large fan must be used to dissipate the lacquer fumes to the outside. The homeowner/contractor must provide a copy of the Material Safety Datasheet to the Maintenance Director prior to use of such products. Failure to comply will result in fines.

## Major Deliveries/Elevator/Carts

Any major deliveries such as cabinets, carpet and appliances requiring the use of the delivery ramp parking spaces and moving elevator with protective pads must be communicated to the Director of Resident Relations, or the front desk no later than two days prior to the date of delivery to schedule the elevator and ensure that the delivery is not in conflict with a scheduled resident move-in or move-out. All deliveries must use the padded service elevator at the double elevators. Failure to notify in a timely manner may result in refusal to allow entrance and access to the building. Fines may be applied to the homeowner.

There is a fee to lock down the elevator for major material moves. The homeowner is required to pay this fee. This applies to any construction materials that require the elevator to be monitored or shut down. This could include cabinets, tile, sheetrock, or trim. If the contractor does not clean the elevator immediately afterwards, the homeowner will be fined.

Caution must be exercised when moving construction materials in the MVT elevator. You may NOT transport any materials in the elevator that exceeds 50% of the allowable, rated load including persons accompanying the materials. The padded elevator is rated for 2500 pounds total. The double elevators have a limit of materials no taller than nine feet. Trim must be cut in half.

Carts in the basement are for residents ONLY. The red carts may be used by contractors. Under no circumstances may a contractor use one of the hotel carts. The homeowner will be fined.

## Trade Specific Policies and Procedures

### Plumbing

All in wall plumbing will be done in type L copper fittings and must be soldered or pro pressed; no push to connect or compression fittings. Exposed compression stops are acceptable. Hammer Arrestors must be used on each appliance (i.e. Dishwashers, Refrigerators, and Washers). All plumbing components intersecting the MVT plumbing riser structure must be cast iron.

Water shut off valves that isolate the condo are the responsibility of Mount Vernon Towers. If the shut off valve is discovered to be defective, please put in a work order at the front desk and the valve will be replaced in a timely manner. Do not proceed until the main shut off valve (s) have been repaired or replaced. However, if the necessity to change the valve is due to a condo renovation, the owner will be responsible for the valve replacement cost.

All rough plumbing must be performed by a licensed plumber and/or approved journeyman. MVT must be notified by the contractor or homeowner before the shower pan is installed to ensure the new drain has been installed per code and MVT specified materials are used to connect to any of the main building plumbing riser structure. Shower and tub drains may NOT be relocated. The concrete slab shall not be cut or modified without the approval of MVT. The integrity of the concrete slab must be protected at all times. The homeowner/contractor may not proceed with the shower pan and mortar base until MVT maintenance has reviewed the work. PVC connections to cast iron shall be no hub or Fernco type.

MVT requires all tubs and sink basins to have a safety overflow to prevent flooding. This includes the kitchen sink. MVT requires that all shower valves include integral, built in stops so the valve can be turned off in the shower without turning off the main valves to the unit. MVT approved valves to be covered by a wall include Moen, Delta or Kohler. All valves must be sweat soldered, temperature balanced with stop valves. Big box stores such as Home Depot and Lowes typically do not carry these valves. Your licensed plumber must procure these type valves at major plumbing supply houses like PDI or Fergusons. Universal temperature balanced valves are usually kept in stock at PDI and Fergusons.

The city of Sandy Springs requires the water pressure to each unit be evaluated and maintain a minimum of 50 PSI. MVT endorses this requirement as it is another way to ensure there are no leaks and any water pressure issues are resolved before the walls are closed.

### Electrical and Low Voltage

All rough electrical must be performed by a licensed Electrical contractor company and inspected by the City of Sandy Springs and MVT. The electrical plan must be permitted and approved by MVT and the City of Sandy Springs. MVT is a commercial building (Type One a Construction

Standards) and not a residential building. All wiring and boxes must be to commercial codes. All wiring must be metal clad approved for commercial use (14.2 or 12.2). NO ROMMEX wiring is allowed. All boxes must be metal; plastic boxes are not allowed. Metal ceiling/wall plates must be used to access any junction boxes and/or when a fixture is removed and not replaced.

All low voltage wiring must be approved by MVT and low voltage installations must appear on the permit drawing submitted to MVT and the City of Sandy Springs. Any modifications to concealed telephone or cable TV must be encased in EMT conduit, acceptable conductor's two pair Cat 3, or better, or RG6 quad shield. Changes must be pre-approved by MVT.

During substantial renovations units are expected to be brought up to the current code. Today, the City of Sandy Springs requires a hardwired smoke alarm in each bedroom, and the unit entrance hall. The smoke alarms must be wired together. The only exception is the studio units as the bedroom is in the same open area. MVT endorses this requirement as units are remodeled.

MVT owns the Nurse Call System. Modifications or moving of any Nurse Call station is strongly discouraged. Should an additional layer of drywall be added, moving the station forward, or the station requires relocation, it must first be approved by the MVT Building Engineer and executed by the MVT maintenance staff or their designate. A fee will be charged to the homeowner for this service depending on the amount of work required for each situation. Request a meeting with the Building Engineer by submitting a Work Order at the front desk. Repeated false alarms will result in fines for the homeowner. All work must be performed by a licensed electrician and only EMT conduit may be used.

Electrical Service Panels MUST meet code requirements. Three clear feet are required in front of the box for service. A Service Panel MAY NOT be located in a bathroom. Any electrical Service Panel work or relocation MUST be permitted by the City of Sandy Springs and pre-approved by the MVT Chief Building Engineer. The homeowner will be fined if code requirements are not met and pay to have the electrical service panel relocated to meet the code requirement.

MVT owns and maintains the fire alarm system. The speaker box in the condo shall not be relocated. If there is any damage during construction or afterwards and MVT must call an approved outside fire system contractor due to system troubles, the associated costs will be paid by the homeowner.

### Mechanical

Mount Vernon Towers owns and maintains the HVAC heat pump in each condominium. Prior to construction contractors must turn off the unit and it must remain off during the construction duration. The HVAC return must be covered and taped to keep the unit's plenum clean.

MVT requires the HVAC unit be checked and cleaned after any construction. Once the flooring is installed, MVT will remove the unit to clean construction dust and service the unit. See the Fee Schedule (Appendix L) for this service. MVT checks the HVAC units and changes the filter quarterly. Homeowners must allow MVT to enter the condo and perform this service. Homeowners have the paid option of adding a HEPA Filter. Each condo unit has a self-contained duct system for which the homeowner is responsible for cleaning and repairing as required. MVT has a list of approved duct cleaners.

HVAC thermostats may not be moved or replaced without MVT approval. Thermostats should be placed only on interior walls. The homeowner is responsible for any changes and repairs.

Dryers may no longer be vented to the outside. The approved dryers are ventless. Some existing dryers may be grandfathered but when a unit owner changes, the dryer must be replaced with a new ventless dryer. See Appendix F.

Bathroom fans must be vented and connected to the building ventilation stack. Contractors are expected to check for this connection when the bathroom ceilings are opened and make corrections as required.

The Homeowner is responsible if they caulk or seal the trim around the access panel to the HVAC unit, since this panel must be removed to access the unit for service.

#### Fire Blocking/Structural Fire Codes

City of Sandy Springs requires Fire Blocking around any wall, ceiling, or floor penetration between floors. This applies to electrical, plumbing, HVAC or low-voltage renovations. MVT endorses this requirement.

Mount Vernon Towers is a commercial building. Metal studs are required. Specific items such as installing a Murphy bed might require wood studs, but they must be fire rated and stamped/certified as fire rated wood studs.

## Appendix A

### Construction/Remodeling Checklist

1. Association Forms
  - a. Recommended Certificates of Insurance for all contractors and sub-contractors (Appendix B)
  - b. Completed Construction Agreement (Appendix C)
  - c. Completed Lien Waiver (Appendix D)
  - d. Construction Noise Notice (Appendix E)
  - e. Washer/Dryer Policy (Appendix F, If Applicable)
2. Written Scope of Work and Plan Scale Drawing as specified in Policies and Procedures
  - a. Approved City of Sandy Springs Permit
  - b. Remodeling Timeline (Includes Start and Projected Completion Date)
  - c. Copy of City of Sandy Springs Approved Drawing (See Appendix H)
3. List of Contractors and/or Subcontractors
  - a. Include Names and Addresses
  - b. Include Phone Numbers
  - c. Include E-mail Contact Information
4. A Check for the MVT Application Fee
5. A Check for the MVT Construction Fee

Note: Insure the above items are included before you submit a Remodeling/Construction Packet to the Management Office review. A representative of MVT Administration will contact you to review any questions or issues and to discuss the next steps.

## **Appendix B**

### **Recommended Contractor Insurance Requirements**

1. Workman's Compensation
  - a. Statutory Coverage in accordance with the laws of the State of Georgia with jurisdiction, including Voluntary Compensation, Other States Coverage and Waiver of Subrogation.
  - b. Employer's Liability with limits of not less than \$500,000 each accident/injury, \$500,000 each employee /disease, \$500,000 disease/policy limit.
2. General Liability
  - a. Bodily Injury Liability and Property Damage Liability in an amount not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.
  - b. Above to include Blanket Contractual Liability, Products/Completed Operations, Independent Contractors, Broad Form Property Damage, Personal Injury (Employee Exclusion Deleted), "X", "C", and "U" Exclusions deleted.
  - c. If the policy is written on a general aggregate form, the general aggregate limit shall apply separately to this contract.
3. Automobile Liability
  - a. Bodily Injury Liability and Property Damage Liability in an amount not less than \$1,000,000 Combined Single Limit.
  - b. Above to include Employer's Non-Owned and Hired Car Coverage.
4. Additional Insured
  - a. The Mount Vernon Tower's Association (including its Board of Directors and its employees) should be included as an additional insured on each insurance policy as it relates to construction. The unit owner's name and the unit where the contractor is working should be included.



## Appendix C

### Construction/Remodeling Agreement

The undersigned acknowledges no work other than the specified work on the submitted drawing and Scope of Work provided in the remodeling packet will be performed.

Project commencement must be within 120 days of approved Scope of Work, or documentation must be resubmitted.

If for any reason the approved remodeling process takes longer than originally planned, the Homeowner must contact the MVT Administrative Office and provide a revised construction schedule.

I confirm that I have read and understand the Remodeling/Construction Policies and Procedures as set forth by the Mount Vernon Towers Condominium Association.

The undersigned has received the MVT Construction Policy and Procedures as amended for the Mount Vernon Towers Condominium Association and agrees to abide by the rules set forth therein.

Owner Name \_\_\_\_\_ Date \_\_\_\_\_

Owner Name \_\_\_\_\_ Date \_\_\_\_\_

Unit Number \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Name (Please Print) \_\_\_\_\_

Contractor Phone \_\_\_\_\_

Authorized Signature of Contractor \_\_\_\_\_

Regarding Unit Number: \_\_\_\_\_ Date \_\_\_\_\_

## Appendix D

### Lien Waiver on Other Units and Common Elements

STATE OF GEORGIA)

) SS

COUNTY OF FULTON)

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned have been employed by \_\_\_\_\_  
to furnish \_\_\_\_\_  
for the premises known as Unit \_\_\_\_\_, 300 Johnson Ferry Road, NE, a part of the Mount  
Vernon Towers Condominium Association of which \_\_\_\_\_  
is the Unit Owner.

The undersigned, for and in consideration of the contractual obligations of the above Unit  
Owner and other good and valuable consideration, the receipt whereof is hereby acknowledged, does  
hereby waive and release any and all lien claims, or right to, lien, under the statues of the State of  
Georgia, relating to mechanics' liens, with respect to any other Units in the Building that it does not  
have a contractual relationship with, and with respect to the common elements of Mount Vernon  
Towers Condominium Association, and the improvements thereon, on account of labor, services,  
material, fixtures, apparatus or machinery hereto furnished, or which may be furnished at any time  
hereafter, by the undersigned for the above described premises.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_

Company Name

By: \_\_\_\_\_

Company Representative Signature

\_\_\_\_\_

Company Representative (Print Name)

## Appendix E

### Construction Noise Agreement

Date \_\_\_\_\_

I/WE the owners of Unit # \_\_\_\_\_ intend to conduct construction for repairs and improvements to our unit, which has been authorized by Mount Vernon Towers Condo Association, in strict accordance with the applicable policies and procedures related to construction. We expect the work to begin on \_\_\_\_\_ and to end on \_\_\_\_\_. During that time period we expect to generate noise from time to time, Monday through Saturday between 9:00am and 6:00pm. Due to the nature of the work and the tools and equipment being used, there may be construction traffic and excessive noise or disturbances on the projected dates:

\_\_\_\_\_

This Agreement provides the neighbors to the right, left and below notice, so residents have an opportunity to make any necessary arrangements to minimize the impact of the approved remodeling project. A copy of this Agreement will be provided to the residents to the right, left and below prior to any construction.

Signed \_\_\_\_\_ Date \_\_\_\_\_

MVT notified affected condos date: \_\_\_\_\_

## **Appendix F**

### **Washer/Dryer Requirements**

#### **Criteria for washer:**

- Energy Star Certified
- Front Loader
- Capacity of no larger than 2.7 cubic feet
- Installed on a pan designed for the washer
- A water sensor installed in the pan to shut off the flow of water to the washer if water is accumulating in the pan.
- Water hoses shall be braided stainless steel with metal fittings.

#### **Criteria for dryer:**

- Dryer: Energy Star Certified
- Ventless (heat pump or condensing)
- Sized to match washer
- Electric powered (240 Volts, 60 Hz.)
- Installation: The installation location in the condo must be approved by MVT Director of Maintenance.

All installations must meet current code requirements for plumbing and electrical. Installations must be inspected by MVT Director of Maintenance before they are covered. All installation costs and purchase of the washer and dryer are the responsibility of the owner.

A monthly fee of \$10.00 will be added to the monthly condominium fee for the additional water, sewer, and electricity per Article V Number 3 of the condominium declarations.

All Condos requesting a washer/dryer will be individually evaluated by the Maintenance Director. Approval will be granted if all the above requirements are met and there are no problems with the water, sewer, or electrical systems that the individual condo might aggravate.

All washer dryers installed in condos will be inspected quarterly for compliance and safety.

Notification will be given by maintenance in writing to the owner for discrepancies discovered. The unit will be re-inspected during the next quarterly inspection to verify discrepancy correction. The owner will be responsible for all costs to implement the corrections. MVT will provide guidance to help the owner make the necessary corrections. If the deficiencies noted are not corrected within 90 days maintenance will disable the operation of the washer and dryer. This is necessary for the safety of all

MVT residents. On change of ownership, washers and dryers not meeting the above standards will be removed or replaced with compliant machines.

Compact All-In-One washer/dryers are acceptable with a capacity of less than 2.7 cubic feet and operate on 120 volts/60 cycles, or 240 volts/60 cycles. They must be ventless and meet all other requirements for separate washer and dryer combinations addressed above.

## Appendix G

### Fireplace Requirements

Electric Fireplaces are a nice addition to a condo giving a warm feeling of comfort and ambiance. As many of the fireplace units use a considerable amount of electricity, 12 to 15 Amps at 120 Volts, MVT has established a policy of only allowing units that do not contain heating elements. Units with heating elements increase the cost of electricity for all residents but only serve one condo.

The electricity used in one hour of operation of the 12 Amp unit is  $12 \text{ Amps} \times 120 \text{ Volts} = 1,440$  Watt hours or 1.44 KWH (Kilowatt hour). MVT pays 9 cents per KWH. Therefore, the one hour usage cost for MVT is,  $1.44 \text{ KWH} \times \$0.09/\text{KWH} = \$0.1296$  or 12.96 cents. Usage of 4 hours in the evenings each day for a month is  $\$0.1296 \times 4 \text{ hours} \times 30 \text{ days} = \$15.552/\text{Month}$ .

The same amount of heat for 30 days from the HVAC systems Heat Pump will only cost \$3.888 to \$5.184 depending on the outside temperature. Heat pumps are more efficient than resistance heating by a factor of 3 to 4 or even higher, depending on the outside temperature. Therefore, the heat gain is expensive to MVT residents. The cost would be even higher if the 15 Amp units are installed. A 15 Amp unit operating for 4 hours per day for 30 days will be \$19.44 per month. Additional electricity cost will be incurred if the unit is left on for long periods of time or when the air-conditioning is operating.

Additionally, the wiring system installed at MVT thirty plus years is not adequate for the additional 12 or 15 Amp heating units to operate.

The dancing flame and overall warm appearance of an electric fireplace can be maintained and enjoyed without the expensive heating element.

For these recently realized reasons, currently installed fireplace units at MVT are to have their heating elements removed. MVT maintenance will perform this task at no cost to the condo owner.

## Appendix H

### Example of Scope of Work

Unit \_\_\_\_\_

#### Kitchen/Butler Pantry

1. Remove kitchen cabinets
2. Remove soffits
3. Lower kitchen sink drain
4. Replace shut off valves
5. Update GFCI circuit
6. Remove 61" left to right of kitchen sink wall to open view (leave 42" height for bar top)
7. Remove 25" to left of sink (leave 42 "height for bar top)
8. Remove 25" floor to ceiling wall right of range
9. Relocate range outlet and convert to four prong
10. Install outlet for microwave centered above new range location
11. Install low voltage wire for undercounter lights
12. Relocate dining room light switch
13. Relocate garbage disposal switch
14. Install four 4" cans with switch
15. Update dishwasher wire
16. Update refrigerator water line box to include hammer arrestor
17. Install hammer arrestor on dishwasher line
18. Install required nail plates to protect plumbing from drywall installation
19. Install new kitchen cabinets and trim
20. Install final plumbing and electrical fixtures
21. Install counter tops
22. Install new appliances (Installations by Brand Smart or Lowes or Sears)
23. Install tile backsplash
24. Install final trim components

#### Bathroom(s)

1. Remove prefab tub, existing flooring, vanity and sink
2. Replace shut off valves
3. Center sink drain and water lines (may need to be done once new vanity is installed inside the vanity)
4. Install new shower valves, diverter and relocate shower head and rough-in drain
5. Install new shower pan and curb
6. Relocate light switches where new pocket door installed so switches are to code
7. Remove and install new bathroom vent fan

8. Relocate light fixture centered over new sink location
9. Install new pocket door
10. Install 4" can centered in Shower
11. After rough install Hardie Board, mortar base and Aqua Defense water barrier defense
12. Install shower bench and shampoo niche where desired
13. Remove door and frame to close bathroom wall so there is only one door
14. Tile shower and bathroom floor
15. Install new shower door
16. Install new vanity and sink
17. Relocate GFCI outlet
18. Relocate any switches to meet code
19. Install new light fixture over bathroom sink
20. Install pocket door from master bedroom to master bathroom

### **Living Room**

1. Install six can lights
2. Bring outlets up to code and add quad outlets where identified for multiple electronics
3. Add outlets on opposing walls
4. Relocate thermostat

### **Dining Room**

1. Relocate switches from removed kitchen wall
2. Center chandelier

### **Walk-In Closet**

1. Replace light fixture with LED fixture
2. Closet layout TBD

### **Bedrooms**

1. Bring outlets up to code and add outlets where needed
2. Relocate and add switches as required
3. Add fan boxes where fans will be installed

### **Entrance Hall**

1. Add two can lights in hallway
2. Service panel remains in current location with 3' clearance

### **General**

1. New crown, base and Howe casing to be installed throughout unit
2. Decora outlets and switches to be installed
3. Balcony tile to be installed



4. Drywall and painting to be performed throughout unit
5. New flooring to be installed throughout unit
6. New lever handles to be installed throughout unit

## **Appendix I**

### **Example of Approved Drawing**

## **Appendix J**

### **Entry Door Lock Policy and Waiver**

The safety of the residents is a primary objective of Mount Vernon Towers. To facilitate this, MVT has established a master key system to which all entry door locks are to be keyed. This permits selected MVT employees to enter the condo should a resident have an emergency requiring assistance from the staff of PCC or Sandy Springs EMT. Additionally, the selected staff member could enter the condo if there were a building emergency such as a water leak and the resident is not home in their unit.

Residents are also requested to place a duplicate key at the Front Desk lock box. This will allow the resident to borrow the key if they were to unintentionally lock themselves out of their condo unit.

Not utilizing the master key system will, in case of an emergency, increase the response time to unlock the condo unit and may necessitate breaking the lock or destroying the entrance door. Repair costs due to forced entry will be charged to the unit owner.

The process to have your unit key mastered is the following:

1. Contact the front desk and request a work order be placed.
2. Maintenance will contact you to remove your lock.
3. Maintenance will remove your lock and key it to the master system.
4. Maintenance will re-install your lock.
5. If you installed a combination entry door lock, maintenance can enter an additional emergency code.

See the Fee Schedule in Appendix L.

**MASTER KEY WAIVER**

Date\_\_\_\_\_

Condo Number\_\_\_\_\_

Homeowner/Lessee\_\_\_\_\_refuses to allow Mount Vernon Towers Condominium Association, Inc. to have a copy of the key to my condominium. I realize that there are occasionally times that Mount Vernon Towers could need to have access to the interior of the unit for medical emergencies, maintenance, or other emergencies when I am not in the unit or I am not able to open the door. If there is a situation in which Mount Vernon Towers or any emergency personnel deem it imperative to enter the unit then the door will be forcibly opened or removed in order to address the situation, I realize that I am responsible for the costs associated with the repair of the locks, the door, the door frame and wall, as well as any other expenses associated with entering the condo. In addition, if there is a delay in providing medical or mechanical assistance due to not being able to open the doors, then I hold Mount Vernon Towers and all of its employees harmless.

Signed\_\_\_\_\_

Printed Name\_\_\_\_\_

Date\_\_\_\_\_

## Appendix K

### Appliance Replacement Policy

Mount Vernon Towers DECLARATION OF CONDOMINIUM assigns the maintenance, repair, and replacement of the standard kitchen appliances to the Association in Article IV, Section 2, copied below. The same paragraph specifies that the unit owner shall be responsible for any upgraded appliances or fixtures.

Therefore, any appliances other than the standard appliance provided by MVT will be the full responsibility of the unit owner for maintenance, repair, or replacement.

When existing appliances are replaced, they shall be returned to MVT maintenance, or the unit owner will be billed for their replacement value. Appliances replaced by the owner will remain with the condo upon sale or transfer. The maintenance responsibility and replacement will pass to the new owner.

2 .Units and Limited Common Elements.

The responsibility of the Unit Owner with respect to maintenance and repair shall be to maintain, repair and replace all portions of his Unit and the limited common elements assigned exclusively thereto, except those portions, if any, which are to be maintained, repaired or replaced by the Association. Notwithstanding the preceding sentence, the Association shall maintain, repair and replace the heating and air conditioning systems, the standard kitchen appliances and the standard plumbing fixtures serving the Unit or located within the boundaries thereof, and all chutes, flues, ducts, conduits, wires, pipes or other apparatus which service or are a part of said systems, appliances or fixtures located within the boundaries of the Owner's Unit or deemed to be a part thereof as provided by the Act; provided, however, that the Unit Owner shall be responsible for the day to day cleaning and ordinary care of said items, for any upgraded appliances or fixtures, for cosmetic damage, and for any costs necessitated by reason of abuse by the resident of the Unit or the Unit Owner or by willful or negligent acts as set forth in the last sentence of this section. The Unit Owner shall maintain in a neat and clean condition and the Association shall repair any stairway, entrance walkway,

landing, patio, balcony or deck assigned to any Unit as a limited common element, including any awning, railing or privacy screen appurtenant to a balcony. The Association shall be responsible for the maintenance, repair, and replacement of the windows, screens, and doors which are a part of the Unit. The expense of such repair and maintenance shall constitute a common expense. Each Unit Owner shall be responsible for performing his responsibilities in such manner so as not to unreasonably disturb... (See Declaration of Condominium for the complete document)

## Appendix L

### Construction Fees and Fines Schedule

#### Fees

1. MVT Renovation Application Fee	\$250
2. City of Sandy Springs Permit Fees(s) Average	\$200-450
3. MVT HVAC Cleaning Fee	\$250
4. MVT Elevator Lock Down Fee (Schedule Front Desk)	\$200
5. MVT Contractor Badge/Access Fee (Sign In Front Desk)	\$ 25
6. MVT Entry Door Painting	\$ 50
7. MVT Entry Door Mastering Fee	\$ 25
8. MVT Installed Front Door Lock	\$ 50
9. MVT Installed Dead Bolt Lock	\$ 50
10. Relocate Nurse Alarm Station	\$TBD

#### Fines (Per Event)

1. MVT Common Area Cleaning Fine	\$100
2. MVT Electrical Fine	\$200
3. MVT Plumbing Fine	\$200
4. MVT Mechanical (HVAC) Fine	\$250
5. MVT Low Voltage Fine	\$150
6. MVT Dumpster/Trash Fine	\$100
7. MVT Damage Fine	\$TBD
8. MVT Contractor Parking Fine	\$100
9. MVT Construction Material Delivery Fine	\$100
10. MVT Noise Violation Fine	\$100





