

## How to make the Remodeling Process Easier

Lowell House processes several applications on a weekly basis. Below are some tips to make the process easier for owners and for the contractor.

- Make sure that the COI has all of the additional insured listed as required in the application
1. Lowell House Association
  2. Lowell House Board of Directors
  3. Chicagoland Community Management
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- The insurance company needs to put the unit number on the COI.
  - Most contractors are familiar with this process. The contractor should deal directly with management staff on the details.
  - The contractor should submit a detailed scope of services to the Association.
  - Services that require additional information and scope include:
    - Plumbing & Electrical (We require a license)
    - Flooring (We need acoustical sound measurement specifications)
    - Asbestos is located in the drywall. Any wall removal or tile work on wallboard is subject to asbestos testing and a certified asbestos contractor must be hired.
  - The Board generally approves the applications in approximately 4 days. Although we do have a 30 day time-frame to approve the applications.
  - Have your contractor book the freight elevator for deliveries and removal of debris. No contractor should be using the passenger elevator.
  - The dock is located on the East side of the building. If your vendor parks in the dock have them check in with the office. If they do not, it is possible the vehicle will be towed. Please have the contractor park in the garage and not in the front of the building.
  - The application can be obtained at [lowellhousechicago.com](http://lowellhousechicago.com)

We try to make this process as painless as possible for all involved. Please let us know if you have any questions!

# LOWELL HOUSE CONDOMINIUM ASSOCIATION

## UNIT REMODELING GUIDELINES

The Board has established the following rules and regulations in the best interest of the Homeowners of the Lowell House Condominium. Your cooperation in helping to enforce these rules will be required.

**IMPORTANT:** Prior to closing up a wall or prior to final completion of a job, the Chief Engineer must inspect the work

1. Owner shall submit a written description and a sketch of the proposed work and shall be responsible for reviewing with the Managing Agent or authorized representative all structural type changes to their unit i.e., removal of a wall or opening of a wall. The owner shall also submit the Contractor's Proposal and all contract documents to the Managing Agent before work is begun. If work is determined to be extensive, plans and specifications must be submitted to the Board for review. If the Board determines that outside engineers or outside architectural consultation is necessary, the Owner shall be responsible for all costs incurred for such services.
2. The owner is responsible for securing all required permits. The Owner and Contractor shall submit and agreed-upon construction schedule. As the job progresses, the Managing Agent shall be informed if material variations are expected in the construction schedule. The Contractors are encouraged to complete their work in a minimal time and to produce the least amount of noise and disturbance as possible.
3. If a licensed Architect is engaged, he or she shall state in writing that the plans for the remodeling meet all Chicago Building Code requirements. This would include all work involving General Contractors, Plumbing, Heating, Ventilation, Cooling and Electrical Contractors.
4. Insurance Certificate. All contractors must provide an appropriate certificate of insurance. The certificate of insurance must show the following as additional insured, as well as the unit# in which the work will be done:
  - Lowell House Condominium Association and its employees
  - Lowell House Board of Directors
  - Chicagoland Community Management, the Association's managing agent
  - Architect involved in the project, if any

The minimum amount of insurance coverage required is \$1 million

5. There shall be no entering of the common elements, i.e. the floor, ceiling, columns and walls adjoining another unit, without receiving approval from the Board. This prohibits the cutting of or into the concrete floors and ceiling. Cutting into the concrete columns is strictly prohibited. When the adjoining party wall is opened and any mechanical, electrical, communication or cable work is done, the gypsum board shall not be re-installed until it has been inspected by the managing Agent. If the Owner does re-install the gypsum board before inspection, the Owner shall be responsible for the expense of removal for inspection by the Managing Agent.
6. With the installation of any hard surface flooring, i.e.: ceramic, hardwood floors, parquet flooring etc., an under-layment is required for sound attenuation. See attached specifications for "Finished Flooring Acoustical Requirements". Exhibit G attached.
7. The exterior window wall assembly shall not be altered in any way. There shall be no removal of any parts, screws, etc. There shall be no drilling or attaching items such as curtain brackets to the horizontal metal cover plate that encloses the space between the window wall assembly and the concrete ceiling.
8. There shall be no alteration to the existing Heating and Air Conditioning System other than repair or replacement of the present units without approval from the Board.
9. In the event an owner is proposing to remove a wall a state certified asbestos contractor must submit the specifications of the removal of the wall the signed contract must be submitted with the remodeling request. This is required due to asbestos in the joint compound and drywall tape located in the walls of some units. A test can be performed with the results submitted proving that there is no asbestos located in the wall. A certificate of insurance is required with the description of the work.
10. Exhaust Vents that are located in each kitchen and bath cannot be altered or covered under any circumstances.
11. The front door undercut must be no less than 1/4 inch for proper ventilation.
12. Secondary bath and kitchen shutoffs are required and must not be covered by a vanity or any cabinetry. The shutoffs must be accessible immediately. Management has the right to inspect for required shutoffs in any unit undergoing remodeling.
13. The original tile floor installed by the builder does contain asbestos. Owners may have the tiles removed by a licensed asbestos contractor or may leave the tile in place without disturbing any of the tiles.

14. After a Release of All Claims is signed and on file, the owner shall be responsible for informing the Receiving Room (which allows access to the unit) in writing that a contractor is to be given access to the premises on a specific day.
15. Contractors shall be permitted to do work in a unit only between the hours of 9:00a.m. and 5:00p.m. Monday through Saturday.
16. The use of jackhammers is strictly prohibited.
17. Contractors must unload all material at the loading dock area and proceed through the receiving room doors. The Association does not provide for contractor parking. Contractors are prohibited from parking their trade vehicles in the loading dock area or driveway. No contractor shall be allowed to unload in the front of the building and walk through the lobby with tools and/or materials at any time.
18. The Owner shall be responsible for insuring that the contractor employed to work within his unit lay drop cloths on top of the corridor carpeting during hours when tradesmen are coming to and from the apartment. Such drop cloths are to completely cover the traffic areas of the tradesmen and provide protection to the corridor carpeting. Drop cloths must be removed at the end of each working day and all debris collected by the cloths removed concurrently.
19. Contractors may not store any materials within the common elements of the building. Contractors are not allowed to dispose construction debris in the building's dumpsters or dumpster coral. All construction debris must be hauled away from the premises. Under no circumstances may construction materials be disposed of down trash chutes or left in the rooms in which trash chutes are located. The Owners will be responsible for any clean up fees related to removal of construction debris.
20. The owner shall be responsible for any damage to the common elements, limited common elements, and/or other units of the building caused by employed contractors.
21. The Declaration and Bylaws provide specifics with regard to replacement or repairs.

Approval Contingent on:

1. All single handle faucets require that check valves be installed on the hot and cold water supply line.
2. Dishwashers require one of the following to be installed:  
Siphon loop, check valve or air gap.

3. The phone company needs to be contacted for phone lines if the kitchen wall is to be taken down.
4. No plastic toilet supply line fittings are allowed. These fittings must be brass.
5. No plastic plumbing lines can be utilized.

Date Construction To Begin: \_\_\_\_\_

Date Construction To End: \_\_\_\_\_

Construction Work Will Include: \_\_\_\_\_ Wall Removal \_\_\_\_\_ Tile Removal  
 \_\_\_\_\_ Painting \_\_\_\_\_ Hardwood  
 \_\_\_\_\_ Carpet Installation \_\_\_\_\_ Plumbing  
 \_\_\_\_\_ Wood Floor Refinishing

No garbage disposals, washers or dryers are allowed to be installed in any unit.

Plumbers License is required for any and all plumbing work. A copy of the license must be submitted with Remodeling application.

Other: \_\_\_\_\_

**AGREED AND ACCEPTED:**

OWNER(S) SIGNATURE(S) \_\_\_\_\_  
 \_\_\_\_\_

UNIT NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

Remodeling guidelines.doc  
 Update 3/01/13

**Contractor Signature:**

DATE \_\_\_\_\_

## Exhibit G

### Finished Flooring Acoustical Requirements

No hard surface flooring (e.g. wood, marble, tile etc.) may be installed in any part of any unit (excluding the original floor area of the kitchen and bathroom when replaced with original type flooring) unless such flooring is installed over an under-layment which causes the floor assembly to yield a Field Impact Installation of at least fifty (50) when tested in accordance with the American Society of testing Material's E-1007-84 (Field Measurement of tapping Machine Impact Sound Transmission Through Floor Ceiling Assemblies and Associated Support Structures") with classifications to be in accordance with ASTM designation E-989-84 ("Determination of Impact Insulation class") This rule does not apply to hard surface flooring installed prior to 2010. Specifications of under-layment must meet or exceed the above stated rule.

The owner or occupant of any unit located immediately below or adjacent to a unit having hard surface flooring may, by written notice to the Board of Directors request that the compliance of such flooring be investigated.

Unless the Board determines that the flooring was installed prior to \_\_\_\_\_, in compliance with these rules, the board shall request that the complaining unit owner or occupant deposit with the Association amount equal to 100% of the estimated cost of testing the Field Impact Insulation class rating of such flooring.

Upon receipt of such deposit the Board shall engage an independent acoustical consultant to the Field Impact Insulation Class of such flooring, and the complaining owner/occupant and owner/occupant of the unit containing the hard surface flooring shall cooperate fully with such consultant in testing the rating of the flooring. The determination of the consultant shall be the final and conclusive on all parties.

If the rating of the flooring is found to be in compliance with these rules, then the full cost of the testing shall be bound by the complying unit owner or occupant out of the deposit, held by the Association. If the Field Impact Insulation Class rating of the flooring is found by the consultant not to be in compliance with these rules, then: the complaining unit owner or occupant's deposit shall be fully refunded; the unit owner of the non-complying unit shall pay the full cost of the testing; the unit owner of the non-compliant unit shall pay a fine as determined b

the Board of Director; and the unit owner of the non-complying unit shall ring the unit into compliance with these rules within thirty (30) days of the issuance of the test results or be subject to legal action by the Association to enforce these rules.

## Exhibit G Revised 02/27/14

### Lowell House Condominium Association Unit Remodeling Guidelines

The Lowell House Board of Directors has established the following remodeling guidelines in the best interest of the unit owners and the Association. Your cooperation in observing these guidelines will benefit everyone.

#### ***Plans and Permits***

Planning. A unit owner planning to remodel must prepare the following documents

- A work plan and drawing of the proposed work
- A time frame or schedule for the proposed work
- Contractor's insurance certificate (discussed below)
- Architect's approval, if an architect is required (discussed below)
- This document (Unit Remodeling Guidelines) signed by all parties

Insurance Certificate. All contractors must provide an appropriate certificate of insurance. The certificate of insurance must show the following as additional insureds, as well as the unit # in which the work will be done:

- Lowell House Condominium Association and its employees
- Lowell House Board of Directors
- Chicagoland Community Management & Realty, the Association's managing agent
- Architect involved in the project, if any
- Lowell House requires that the contractor has \$1,000,000.00 minimum liability coverage.

Architect Review. Some remodeling projects may require the approval of an architect. In this case the architect may be hired by the unit owner for the project or retained by the Association for this purpose, in which case the fee will be charged to the owner. Remodeling projects that may require approval of an architect include:

- Combining units (discussed below)
- Moving walls or doors within a unit
- Moving an entry doorway to utilize some corridor area

Combining Units. A wall that separates two units is a demising wall, and this wall is the property of the Association. If a unit owner elects to combine two units by removing the demising wall, the unit owner must obtain permission from the Board.



Legal Compliance. All unit remodeling must comply with all local governing codes and ordinances, and these Unit Remodeling Rules which have been adopted by the Association. If a city building permit is required, it is the unit owner's responsibility to obtain the permit.

Licensing. Contractors including electric and plumbing contractors must have a license to perform work in Illinois.

Parking. Parking is the responsibility of the contractor. Contractors must not park at the front of the building or in the loading dock area. Most contractor vehicles will not fit in the garage.

Freight Elevator: If the freight elevator is to be used to move materials to the construction site or to remove debris from the completed project, the unit owner is responsible for scheduling use of this elevator.

Bldg. Access: If the resident/owner will not be home during the remodeling, **please purchase a common area key** for the contractors use.

Unit Access: If the Management Office is to admit the contractor to the owner's unit during the remodeling project, the unit owner must make arrangements for this with the Management Office in advance.

### ***Construction***

Construction Hours Construction work in units is only permitted between 9:00 AM and 5:00 PM Monday through Saturday. Construction work is not permitted on Sunday.

Construction Staging. Construction materials must be unloaded at the loading dock area and moved to the unit through the freight elevator. Contractors may not unload tools or materials at the front entrance of the building. Contractors may not store any materials in the common areas of the building this includes hallways and corridors.

Dust Protection. During construction temporary dust protection must be provided for the common areas including, but not limited to, the corridor, and kitchen and bathroom exhaust vents. The kitchen and bathroom vents must be uncovered when construction is completed.

Inspections. All construction work that will be covered up when completed must be inspected by the Building Engineer while the work is uncovered. Therefore,

work on flooring, plumbing, electrical and other similar items must be inspected when completed and before covering.

Hard wood floor installations must be inspected for proper insulation after the work has started. Inspections by the Building engineer can be arranged through the Management Office.

Entry Thresholds. The entry door threshold for each unit is a common element and cannot be changed.

Concrete Structure. Cutting or channeling or chipping into the concrete structure including the floor, ceiling and columns must not occur. Conduit or piping must not be installed in the concrete floor, in a concrete column, or in the concrete ceiling. Jackhammers must not be used in any construction.

Risers. Riser pipes or conduits serve more than one unit in a tier. They are used for water, heating, waste, ventilation, cable TV and more. Risers of this type must not be moved. Shut offs must not be installed on a riser.

Windows & Frames. The exterior window wall must not be altered in any way. Exercise great caution when drilling into or attaching items to the horizontal metal cover plate that encloses the space between the window wall assembly and the concrete ceiling. If the frame is pierced through to the outside, rain and air will penetrate the unit, and repair will be an expensive unit owner cost.

Heating and Air Conditioning. The heating and air conditioning systems must not be altered in any way, except that the air conditioners may be replaced with a similar unit that fits into the existing sleeve space.

Fire Rated Partitions. Any construction with a fire rated partition must match the original fire and acoustical rating. Fire rated partitions include, but are not limited to, demising or corridor walls, and the area surrounding a riser floor or ceiling penetration.

Corridors. Construction in a corridor, such as installing a new doorway, must match the existing building standards.

Incidental Damage. If the building common elements, limited common elements, or another unit is damaged by a contractor, the unit owner is responsible for the cost to repair the damages.

Construction Cleanup. When moving construction materials to the unit or when tradesmen are entering or leaving the unit, the contractor must use drop cloths to completely cover the traffic area including the corridor carpet. The drop cloths and any debris collected must be removed from the property at the end of each day.

Debris Disposal. Contractors must use the freight elevator to remove all construction debris from the building premises. Debris must not be disposed of in the building's trash chutes, trash chute rooms, dumpster or dumpster area. The unit owner is responsible for any fees due to removal of construction debris.

### ***Electrical & Telephone***

Electric Service. Upgrades to the electrical service which increase the power to a unit are not permitted. Access to the electric meter room is allowed only in the presence of the chief engineer. Replacing the electric service panel in a unit (to replace fuses with circuit breakers, for example) is not considered an upgrade to the electric service and is allowed.

Abandoned Boxes. If a wall or ceiling electrical box is to be abandoned, all wiring no longer in use must be removed first. Then the abandoned box may be buried.

GFCI Receptacles. Ground fault circuit interrupter (GFCI) receptacles must be used in any location where the receptacle is within five feet of a water source.

Telephone. Contact the local telephone company to reroute the wires if any telephone lines are to be relocated. This is especially important if the kitchen wall with telephone lines and a jack is to be altered.

### ***Plumbing***

Shut Off Valves. Whenever work is done on kitchen or bathroom plumbing valves, new secondary (and accessible) shut off valves must be installed where possible. After installation, these shut off valves must remain accessible with an access panel or other appropriate method. Since the space available will not accommodate bathroom tub shut off valves, the sink shut off valve should control the tub supply.

Single Handle Faucets. If a single handle faucet is installed for a sink or tub, appropriate check valves must be installed. Without check valves, single handle faucets will allow hot and cold water crossover that can affect a neighbor's water temperature.

Dishwashers. A dishwasher installation must include a siphon loop or an air gap or check valves.

Fixture Components. To reduce the chance of a leak, plumbing fixtures must use brass components. No plastic bodies or stems should be used.

A copy of a plumbers license is required for plumbing work.

Water Shut Off. If the construction requires that the water be shut off, contact the Management Office to make the necessary arrangements. The management office must receive proper notice to schedule a water shut off.

Supply Lines. Lines which supply water to a refrigerator should be made of copper. A plastic line must not be used, since a break can occur and the resulting water damage can be severe. A shut off valve must be installed so that the water can be turned off.

Shower / Tub Drains. If the drain for a shower or tub is to be relocated, it must be done with a platform. As stated elsewhere, cutting into the concrete must not occur. If the tub is to be reglazed, care should be exercised with the tub stopper assembly to prevent water leakage later.

Unions. Unions between galvanized and copper components must be dielectric.

Disposals. Garbage disposals must not be installed.

Washers and Dryers. Clothes washers and dryers must not be installed.

### ***Ventilation***

Kitchen and Bathroom Exhausts. The exhaust vents in the kitchen and bathroom are part of the comprehensive building ventilation system. They provide for clean air circulation. For maximum resident comfort, these vents must remain unobstructed, except during construction. Resident equipment cannot be connected to these vents.

Stove / Microwave Hoods. An exhaust hood for a stove or a grill or a microwave must exhaust into the room. The exhaust hood cannot be connected to the building vent in the kitchen.

Entry Door. The space under the entry door is an important part of the comprehensive building ventilation system. For best results, there should be a clearance under the entry door of no less than ½ inch.

### ***Noise Control***

Motorized Shades. Shades which operate automatically with power from a motor can cause noise or vibration which may be heard or felt in an adjacent unit. For this reason, motorized shades must be installed to acoustically isolate any noise or vibration to the resident's unit.

Wall Mounted Speakers. A television or speakers or any other noise-emitting device installed on a demising or perimeter wall or ceiling must be installed in

such a way as to prevent any noise or vibration from being transmitted to an adjacent unit.

Whirlpool Tubs. If a whirlpool tub is installed, the motor noise and vibration must be acoustically isolated to prevent any noise or vibration from being transmitted to an adjacent unit.

Hard Surface Floors. If a hard surface floor, such as ceramic, hardwood, parquet or other, is to be installed, a cork or other appropriate underlayment must be used. A cork underlayment must be at least ¼ inch thick. The hard surface floor must float above the concrete subfloor; it cannot be nailed or otherwise adhered to the concrete. The hard surface floor must not overlap onto the entry door threshold, which is a common element. See the Inspection paragraph above for specific requirements for insulation inspection after the work has started.

***Approval Contingent on the Following:***

- *All single handles require that check valves be installed in the hot and cold water supply line.*
- *Dishwashers require a siphon loop, check valve or air gap.*
- *The phone company should be contacted if phone lines are to be removed in the kitchen wall.*
- *For floor replacement a copy of the specifications of the cork underlayment or other soundproofing material is required.*

***Construction Work will include:***

\_\_\_\_\_ ***Wall Removal***

\_\_\_\_\_ ***Wood Floor Restoration***

\_\_\_\_\_ ***Painting***

\_\_\_\_\_ ***Tile Removal***

\_\_\_\_\_ ***Carpet/ New Floor Installation***

\_\_\_\_\_ ***Plumbing***

Unit No: \_\_\_\_\_

Unit Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_