**VERSAILLES CONDOMINIUMS**

**701-709 S. SKINKER BLVD.**

**SAINT LOUIS MO 63105**

**FORM:**  Repairs and Rehab of Condo Unit

**BYLAWS REFERENCE:** Article IV, 5. (b) 1-6 and 6.

**HANDBOOK REFERENCE:** Section I, 6. and Section III, 8. a-l

**DATE:** May 12, 2021

* Per Section I, 6. of the Handbook: **Expected arrival of workers, deliveries or shipments** should be discussed with the building manager. In general, all deliveries, pick-ups and maintenance or improvement work should be between the hours, 8:30 AM and 4:30 PM, Monday through Friday. Be sure to make shippers aware of the location of your unit by building address, floor and unit number and that the shipment has the resident’s name on it.
* Per Section III, 8. a-l of the Handbook: **Owner responsibilities during repairs and rehab of condominium** units:
  + **a.** Before any major work can begin, the plan/scope-of-work must be submitted to the Board with the drawings and contractor estimates. Any change to a structural member or utility chase enclosure requires the analysis and signed/sealed drawings from a registered architect. The Board may, at their discretion, and at the unit owner’s expense, choose an architect to review the submitted plans.
  + **b.** The owner is responsible for any damage to common areas resulting from this work. The owner is required to post a refundable $500 security deposit (or more as determined by the Board of Managers) at least one week before work begins. Floor covering, pads and caution are advised. The amount of the deposit does not in any way represent a limit to the extent of responsibility.
  + **c.** If additional plumbing or electrical service is required, the owner is responsible for materials and installation. If permits are required by the City of St. Louis, they must be obtained by the unit owner and evidence presented to the Board. All work must meet or exceed the city codes. If a licensed contractor is required to do one or more phases of the construction, a copy of the license for each such worker must be provided to the building manager.
  + **d.** For the protection of all owners, each contracted worker must be covered by insurance both liability and workers’ compensation. Copies of their ACORD (Association for Cooperative Operations Research and Development) certificate of liability and workers’ compensation insurance giving evidence of such coverage must be presented to the building manager before starting any work. The ACORD minimum level of coverage shall be $500,000.00
  + **e.** If water, gas, sewer, or electric need to be interrupted in one or more areas within the condo, a one (1) week notice must be given. In addition, the requesting owner is responsible for the expense of a person designated by the condo manager to accomplish the shut-off and return of said services.
  + **f.** Special attention should be given to Section I, Paragraph 6, regarding arrival of workers, shipments and deliveries, and working hours.
  + **g.** Building material deliveries and debris removal must always go through the west corridor service entrance and service elevators of the building. Parking in the alley and on the lower garage ramp outside this door is prohibited. Loading and unloading of materials should be done from the central parking area that is in line with the dumpsters, between the alley and garage ramp.
  + **h.** Materials and equipment may not be stored in the common areas (hallways, garages, etc.).
  + **i.** The owner must make each contractor aware of the need to control dirt and dust during construction. Doors should be sealed during dust-producing phases of the work. The Board expects common areas to be cleaned, if necessary, as part of the daily routine. All required repair or cleaning of common areas resulting from rehab work done is the responsibility of the rehabbing unit owner. Daily cleaning and removal of rubbish is necessary throughout the duration of the project.
  + **j.** Because of the size limit and pickup frequency for the dumpsters that serve the building, construction waste must be hauled away and disposed of offsite by the contractor.
  + **k.** Contractors are not allowed to leave vehicles or materials in the Versailles’ western delivery parking area by the dumpsters or on the street overnight.
  + **l.** No materials or debris may be taken over the garage roofs. Doing so could potentially damage the roof.