

## LAS FLORES TOWER REMODELING RULES & REGULATIONS

### TABLE OF CONTENTS

	Page #
Introduction	
1. General Requirements	3
1.1 Permits Prior to Making Modification	
1.2 Project Description and Insurance Requirement	
1.3 City of Coronado Building Permit Documents	
1.4 Unit Owners' Acknowledgement of Rules and Regulations	
1.5 Board Approval	
1.6 Documents After Board Approval	
1.7 Construction Inspections	
1.8 Certificate of Occupancy	
2. Specific Rules	5
2.1 Definitions	
2.2 Remodeling Permit Application Fee and Cleaning Deposit	
2.3 Insurance	
2.4 Compliance	
2.5 Indemnification	
2.6 Approval	
2.7 Notification of Decision	
2.8 Improvements Without Permission	
2.9 Completion of Construction	
3. Design Requirements	7
3.1 Balcony Enclosures	
3.2 Structural Modifications or Alterations	
3.3 Modifications to Exterior Surfaces	
3.4 Hard Surface Flooring – Impact Sound Insulation Requirements	
3.4.1 Background Information	
3.4.2 Submission of Sound Insulation Design	
3.4.3 Approval of Flooring, Underlayment and Installation Design	
3.4.4 Noise Impact Complaints and Required Testing.	
3.5 Screens	
3.6 Window Coverings	
3.7 Windows	

3.7	Windows	
3.71	Background Information	
3.72	Requirements	
3.73	Submission of Design	
3.74	Replacement Window Responsibility	
3.8	Relocation or Detouring of Vertical Cable Television Lines	
4.	Construction Rules	12
4.1	Construction Working Hours	
4.2	Construction Debris	
4.3	Carts	
4.4	Smoke Detectors	
4.5	Fire Safety System	
4.6	Common Areas	
4.7	Use of Storage Box	
4.8	Permission to Enter the Unit	
4.9	Construction Entry	
4.10	Drains	
4.11	Water Shut Off	
4.12	Protecting the Common Areas	
4.13	Loading or Unloading	
4.14	Lobby/Elevator Doors	
4.15	Protective Pads and Mats	
4.16	Summer Construction Work Restrictions	
5.	Asbestos	15
6.	Lead-based Paint	15
7.	Enforcement	15
7.1	Arbitration	
7.2	Complaints	
7.3	Recovery of Costs and Fees by Association	
8.	Adoption	17
	Exhibit A, City of Coronado Requirements for Plan Submittal	18
	Exhibit B, Remodel Request/Contractor Information Form	19
	Exhibit C, Manager's Letter Regarding Insurance	20
	Exhibit D, Diagram of Balcony Requirements	21
	Exhibit E, Window Rule CC&R Amendment	

## INTRODUCTION

In accordance with the CC&R's, the Articles of Incorporation, and the By-Laws of the Association, the Board of Directors of Coronado Shores Condominium Association No. 4 (also known as Las Flores) has established the following Rules and Regulations for the remodeling of individual Units. The prime motive in establishing these Rules and Regulations is to treat all Unit Owners fairly. To achieve fairness, the Board has balanced the need to protect the property values of all Unit Owners by permitting easy remodeling while providing for the safety and comfort of all other residents. These remodeling requirements complement the City of Coronado's requirements.

The City of Coronado will not accept an application for a building permit until after Las Flores has approved the remodeling project. If a remodeling project commences without the proper approvals, the City's Building Inspector may stop the ongoing work and place the Unit off limits to occupancy until such time as the proper permits are obtained.

The Board recommends that Owners confer with the Association's Condominium Manager (Manager) regarding their remodeling project and any questions they may have regarding these Rules and Regulations. This could help ensure that plans are in compliance with requirements and thereby avoid problems. The Manager sends each Contractor a letter of "Contractor Rules". The Manager is available to assist with remodeling questions during normal business hours. In addition, the Manager has authority from the Board to approve projects which comply with these remodeling requirements.

### 1. GENERAL REQUIREMENTS

#### **1.1 PERMITS PRIOR TO MAKING MODIFICATIONS**

Any change in a Unit that requires drilling into or affixing to a perimeter surface such as a wall, floor or ceiling or is permanent in nature or which will impact what is seen or heard outside of the Unit must be approved by the Board prior to commencing any work on construction.

A City of Coronado building permit is required to remodel a Unit. Plans must be reviewed and approved by the Department of Community Development and the Fire Department. Before these authorities will review plans, Las Flores must first approve the plans.

If in the judgment of the Manager the proposed project complies with the remodeling rules, is not controversial and, therefore, does not warrant a full review by the Board, the Manager may grant his approval on behalf of the Board.

Projects must be scheduled in advance and as noted in Section 1.9, if a project fails to maintain its schedule, the Manager may suspend the permit for that project and permit the project which next applied and is ready to proceed. The project suspended will go to the back of the queue and may not commence until approved by the Manager.

## **1.2 PROJECT DESCRIPTION AND INSURANCE REQUIREMENTS**

Owner must submit the following information in writing to the Board of Directors describing the details of the proposed plan for change, modification, or remodel.

- (a) Project address and square footage – existing and proposed;
- (b) Owners name and permanent address (if other than Las Flores);
- (c) Contractor's name, address, state, telephone numbers and local license numbers;
- (d) Project description – generally describe the project and list the items to be completed;
- (e) Insurance information – Attach a copy of the homeowners' insurance policy as required by Sections 10.3 and 10.8 of CC&R's.

## **1.3 CITY OF CORONADO BUILDING PERMIT DOCUMENTS**

"REQUIREMENTS FOR PLAN SUBMITTALS, CORONADO SHORES TENANT IMPROVEMENTS", Exhibit A (October 2002, Tony Pena, Director, Community Development) list plans and other information that the City of Coronado requires for issuing a building permit.

## **1.4 UNIT OWNERS' ACKNOWLEDGMENT OF RULES AND REGULATION**

Unit Owners must acknowledge receipt of these Rules and Regulations for Remodeling and Contractor Rules by signing and returning the form entitled "Submission Regarding the Proposed Remodeling", Exhibit B, before commencement of construction work.

## **1.5 BOARD APPROVAL**

The Board of Directors will review the proposed plans pursuant to the Association's Bylaws (See Article 15.3) and Paragraph 12.6 of the CC&R's as amended. The Board and/or Manager will notify the Unit Owner of its decision within thirty (30) days. The City of Coronado will require Las Flores' approval (a stamp on plans or letter of approval) before it will act upon a Unit Owner request for a building permit.

## **1.6 DOCUMENTS AFTER BOARD APPROVAL**

Unit Owners must submit a copy of the building permits issued by the City of Coronado and a copy of the Fire Marshall review/approval stamp to the Association for its file.

## 1.7 CONSTRUCTION INSPECTIONS

The City of Coronado often requires that interim inspections be conducted and approvals be granted during a construction project. If an inspection is to be conducted by the City, the Manager must be notified by the Contractor. If the Manager is not notified, the project shall be delayed until the Manager is satisfied with the inspection. If the Manager is properly notified and not in attendance at the time of inspection, the project shall not be delayed and the inspection may proceed.

The Board, or its authorized representative, shall have the right to inspect a Unit being remodeled at any time and at the completion of the remodel to ensure compliance with all applicable rules and regulations.

## 1.8 CERTIFICATE OF OCCUPANCY

Upon completion of any Unit changes or modifications for which a building permit has been issued, the City of Coronado must provide a final approval which may take the form of a certificate of occupancy. Failure to attain final inspection approval by the city will cause all permits to become invalid and may create potential liability for the Unit Owner.

## 2. SPECIFIC RULES

The following supplement and further explain the general requirements set out above.

### 2.1 DEFINITIONS

(a) The term "Unit" is defined as a Coronado Shores Condominium Association No. 4 residential Unit located at the Las Flores Tower, Coronado Shores;

(b) The terms "remodel", "remodeling" or "remodeled" is defined as follows: Any modification to the interior of a Unit, including but not limited to movement, relocation, construction, or removal of Unit walls, floors, bathrooms, bathroom facilities, kitchen, kitchen facilities, balconies, balcony enclosures, installation or re-surfacing of Unit flooring, or any other room or fixture other than wall coverings, or painting;

(c) The term "Association" as used herein shall refer to the Coronado Shores Condominium Association No. 4;

(d) The terms "Board" and "BOD" as used herein shall refer to the Board of Directors of the Coronado Shores Condominium Association No. 4;

(e) The term "Manager" as used herein shall refer to the individual hired by the Board to manage the business of the Association;

(f) The term "Engineer" as used herein shall refer to the individual hired by the Board to care for the mechanical, technical and electrical aspects of the property under the direction of the Manager;

## 2.2 REMODELING PERMIT APPLICATION FEE AND CLEANING DEPOSIT

Any application for permission to remodel shall be in writing. Approval of the application shall be conditioned upon the applicant obtaining and providing the Board of Directors with copies of all government permits. The Unit Owner is responsible for all cleaning and repairs and the application shall be accompanied by a deposit of One Thousand Dollars (\$1,000.00) to secure the monthly cleaning and repair fee. Due to the increased negligence by contractors and their employees with respect to cleaning up after themselves and continual damage to wallpapered and painted surfaces in the common areas, there will be a **non-refundable** presumed-damage levy of Two Hundred Dollars (\$200.00) per month during the course of construction on a unit. The monthly fee will be deducted from the deposit. If the project exceeds the allowed one hundred eighty (180) days permitted by these rules and the deposit is entirely utilized by the monthly deductions, an additional One Thousand Dollar (\$1,000.00) deposit will be required. The required deposit does not limit liability to the amount of the deposit and the Unit owner will be held strictly accountable for all damage and the cost of cleaning or repair.

## 2.3 INSURANCE

Unit Owners are required, prior to commencement of any work activity, to obtain from each contractor, subcontractor or workman a current copy of their insurance coverage with minimum limits as specified in Exhibit C.

## 2.4 COMPLIANCE

All proposed remodels must be in strict compliance with the CC&Rs, the Association Articles of Incorporation, the By-Laws, the Supplemental By-Laws, the Rules and Regulations of the Association and any applicable federal, state or local laws or regulations, including, but not limited to City of Coronado municipal law and the Uniform Building Code.

## 2.5 INDEMNIFICATION

The remodel applicant agrees to indemnify and hold harmless the Association, Board, Manager and Engineer for any liability caused by a discharge of any material or substance, including hazardous material, in violation of California or federal law.

## 2.6 APPROVAL

The Board, in reviewing each remodeling application, will exercise reasonable discretion in approving a remodeling request. The Board may consider the following factors or guidelines in determining whether approval of the proposed remodel should be issued:

- (a) How the Unit as remodeled will impact the use of the interior of the Unit;

- (b) The nature of the impact of the remodeling upon other Unit Owners or residents that might result from construction associated with the proposed remodel.
- (c) The impact of the utilization of common areas on owners and guests;
- (d) The increases in common area maintenance expenses related to the proposed remodel;
- (e) Whether the proposed remodel violates the applicable Association Conditions, Covenants and Restrictions, By-Laws, Rules and Regulations, the Uniform Building Code, or any other applicable state or federal law or regulation;
- (f) The aesthetic impact upon the architectural or visual integrity of Las Flores Tower and adjoining properties as reasonably determined by the Board.

## **2.7 NOTIFICATION OF DECISION**

Not more than thirty (30) days after receipt of a written application with complete documentation to the Board to remodel a Unit, the Manager shall notify the Owner in writing the decision of the Board on the application for permission to remodel. Any verbal representations regarding approval or non-approval of a remodel application shall be of no effect and may not be relied upon by a Unit Owner or resident applying for permission to remodel a Unit. If approval is denied, the written decision shall describe the specific reason for denial.

## **2.8 IMPROVEMENTS WITHOUT PERMISSION**

An applicant, Unit Owner or Unit resident who remodels a Unit without written permission from the Board shall be financially responsible for removing the improvement upon written notice from the Board. If an owner fails to remove any unapproved remodeling within a reasonable time not to exceed thirty (30) days, the Manager shall remove the remodel and bill the Owner for the cost of the removal, repair and cleaning of the Unit and common areas caused by the unapproved remodeling.

## **2.9 COMPLETION OF CONSTRUCTION**

An approved remodel must be completed, and all remodel construction activity concluded, within one hundred eighty (180) days from the date specified for the start of construction in the application. The manager shall have the right to extend the deadline for completion for good cause. If the deadline is not extended construction shall cease and the Unit be returned to a condition specified by the Board.

# **3. DESIGN REQUIREMENTS**

## **3.1 BALCONY ENCLOSURES**

**WARNING!!** You may be incorporating into your living room an area with no real roof. The floor of the open balcony above your Unit has no roofing material and was not

made to be waterproof. The Association will not be responsible for water leaks through the ceiling of your enclosed balcony area.

No enlargement of the Unit is permitted except the enclosure of the balcony.<sup>1</sup> See Exhibit D.

(a) All new materials shall conform to the existing glass panels and aluminum frames in Las Flores Tower and shall conform to City of Coronado Building Codes.

(b) The leveling of any balcony floor shall be accomplished by the use of fire retardant treated wood or equivalent. Terrace Units are exempt from this rule.

(c) The use of light-weight concrete in conjunction with any element of a balcony enclosure is expressly prohibited. Terrace Units may use light-weight concrete to level the floor.

(d) Balconies shall be enclosed so that the entire balcony is enclosed and so that the glass will be placed not less than thirty inches (30") from the outside edge of the ledge. (See Exhibit D).

(e) The existing balcony railings shall remain in their original positions.

(f) If the existing balcony window walls are not to be used to enclose the balcony, then the vertical dividers in any new window wall shall be centered so as to line up with the main vertical posts in the existing railing.

### **3.2 STRUCTURAL MODIFICATIONS OR ALTERATIONS**

Additional kitchens, bathrooms or rooms may not be added to a Unit, except for Units with a den. An additional bathroom may be added to a Unit in a den. Unit kitchens and bathrooms may not be relocated within the Unit. Additional waste lines may not be added to an existing waste line in a Unit. No structural modification or alterations in a Unit are allowed that result in the creation of an additional bedroom or sleeping space in addition to the bedrooms that appear on the original condominium plan recorded in the office of the County Recorder of San Diego County.

### **3.3 MODIFICATIONS TO EXTERIOR SURFACES**

The Unit does not extend into any floor, ceiling or exterior wall. Channeling, coring, drilling, shooting, detouring, cutting or going beyond the exterior surface of concrete floors, concrete ceilings, concrete columns, or concrete walls is not permitted.

### **3.4 FLOORING MATERIALS AND IMPACT SOUND INSULATION**

#### **3.4.1 Background Information.**

All enclosed floor area within your Unit must be covered by a surface flooring material and sound insulating underlayment ("Flooring System"). Any surface flooring



material (stone, wood or cork, tile, carpet, resilient flooring such as vinyl and linoleum, etc.) may be used provided such installation complies with the sound insulation requirements contained in this section. A bare or stained and sealed slab floor and similar finishes are not permitted. Rugs will not be considered a part of any Flooring System.

The Flooring System and installation methods that you select will have an impact on what your neighbors hear as you, your family and guests walk, move or drop items within your Unit. A contiguous neighbor has the right to require that your floor be tested for sound insulation with the expenses of the tests and any required replacement being paid by you if the floor does not meet the required Field Impact Insulation Class ("FIIC") rating shown in section 3.4.2(b) (1), below. If the floor meets the required rating, the complainant shall pay the costs of testing.

### **3.4.2 Submission of Sound Insulation Design.**

No Flooring System construction shall commence until the information required by this section is submitted to and approved by either the Association Manager or Board of Directors ("Board") and a construction permit has been obtained from the City of Coronado, as required. In the event that construction commences prior to approval, such Flooring System materials may, at the option of the Board, be removed at Owner's expense.

a. Construction Drawing. The Owner shall provide a construction or architectural drawing clearly indicating the type of Flooring System to be used as well as the method by which it will be installed, including a copy of installation instructions from the underlayment manufacturer. The drawing must clearly identify all materials, their composition and thickness. Additionally, the Owner shall submit a "plan view" drawing showing the location of all adjacent partitions, cabinets, etc., with referenced section details indicating the method of isolating the Flooring System along its entire perimeter.

b. Test Standards. All new and replacement Flooring Systems shall meet the standards contained in this section:

(1) Standards at Installation. An Owner's selected Flooring System must meet a minimum FIIC rating of 50 in the kitchen, bathroom(s) and entry area, as limited to the Unit's original floor plan, and a minimum FIIC rating of 55 for all other floor areas within the Unit. Reasonable evidence must be presented at the time of application for installation that the Flooring System will meet these standards. Reasonable evidence may include: (a) a Flooring System included on the list of Flooring Systems believed by the Board to meet FIIC standards if properly installed (the "Manager's List"), (b) a certified onsite test performed in Owner's Unit, or (c) a published certified test made in a building substantially similar to Las Flores over an 8" or less concrete floor with an exposed slab ceiling below. All tests to meet these standards shall conform to and be consistent with standards of the National Voluntary Accreditation Program (NVLAP) for ASTM E1007 or equivalent.

(2) Exceptions. Flooring Systems previously approved and properly installed prior to the establishment of the standard shown in section 3.4.2(b) (1) shall not be required to meet test standards until replaced, and no Owner shall be required to remove such Flooring System. Terrace level Owners are not required to meet sound insulation requirements except at the perimeter of their Flooring System.

### **3.4.3 Approval of Flooring, Underlayment and Installation Design.**

a. Approval by Association Manager. The Association Manager may approve an Owner's proposed Flooring System if it conforms with Flooring Systems on the Manager's List. The Board of Directors may remove Flooring Systems from the Manager's List if evidence shows failure of the system to meet required FIIC tests.

b. Approval by Las Flores Board of Directors. If a proposed Flooring System has not been previously approved but reasonably appears to meet FIIC standards, either the Owner or the Association Manager may submit the Flooring System design and evidence of compliance to the Board, and the Board will make a final adjudication to approve or disapprove the design. The Board's decision is final.

c. Owner's Responsibility for Sound Insulation. Although the Association Manager or the Board approves installation of a Flooring System, the Owner is solely responsible and accountable for the continuing performance of the installed Flooring System pursuant to section 3.4.4, below. Acoustical performance and continuing structural integrity of a Flooring System depend upon the components of the Flooring System, the quality of the materials and the effectiveness of the installation.

### **3.4.4 Noise Impact Complaints and Required Testing.**

If a contiguous Owner files a written complaint with the Board alleging that a Flooring System does not meet the required noise insulation standards, and after investigation by the Manager, the Board determines that the complaint is bona fide and cannot be resolved between the parties, then the Owner and the Complainant shall each deposit with the Association the full cost of an onsite test(s). The Board then shall arrange for FIIC test(s) to be performed at the Owner's expense by a testing agency accredited through the National Voluntary Accreditation Program (NVLAP) in accordance with ASTM E1007.

If the test(s) fail(s) to meet the FIIC ratings shown in section 3.4.2(b) (1), then the Owner will be required to modify or remove the Flooring System. The total cost of the test(s) and change(s) to the Flooring System shall be the responsibility of the Owner. After modifying the Flooring System to achieve compliance, the Owner shall deposit with the Association the full cost of the FIIC retest(s) per ASTM E1007. If the initial test meets the FIIC standards as described in section 3.4.2(b) (1), the cost of the test shall be borne by the Complainant, and no modification will be required. If the Owner of the floor fails or refuses to submit the Flooring System to this testing and/or fails to resolve the sound attenuation problem, enforcement of this Section 3.4.4 will be the responsibility of the Board. The Board can require that the Flooring System be removed or modified to meet the FIIC standard, with the Owner paying all costs of compliance, including legal expenses.

## **3.5 SCREENS**

If screens are to be installed or replaced, they shall be constructed of gray fiberglass screening with clear anodized 1" aluminum frames.

## **3.6 WINDOW COVERINGS**

Only blinds, drapes, shutters, or curtains shall be used as window coverings. That portion of the window covering that faces the exterior of the building shall be white or off-white.

## **3.7 WINDOWS**

### 3.7.1 BACKGROUND INFORMATION

Replacement windows referred to as low bar or no bar windows (also known as window walls) can be used provided the window configuration complies with the building code and so long as the Unit owner assumed responsibility for the maintenance of the new windows.

### 3.7.2 REQUIREMENTS

(a) The replacement windows and frames shall be designed to withstand the winds prevalent in this area.

(b) The new windows shall have an exterior appearance that is very similar to the existing windows. Window replacement plans will be rejected if the Board believes that the new windows are materially different in exterior appearance from the existing windows. No material or object will be taped, glued or attached by any means to the windows, either external or internal to the unit. In addition, no window will exhibit etched or embedded designs of any type, including, but not exclusive to, squares, rectangles, lattice, trellis, grille, screen, grid, art or symbols. This includes the insertion of any design between double pane and "sandwiched" glass.

(c) Prior to receiving approval the owner must agree in writing to assume responsibility for the maintenance of the window system, but not the cleaning, to include the frame, the glass, hardware and all other components that are now the responsibility of the Association to the extent that the installed windows are not in keeping with the building standard. The liability of the Association shall not exceed beyond the liability incurred by the original installation.

(d) If the remodel is to include window replacement or tinting, the shade of tint shall be light gray as specified by the Manager. Upon request, the Manager will provide a sample of the approved tint.

### 3.7.3 SUBMISSION OF DESIGN

Submit to the Manager for Board approval the following information:

(a) A test report or statement from the manufacturer to demonstrate compliance with the strength and energy efficient standards.

(b) A construction drawing clearly indicating the type of window system to be installed. The drawing must clearly identify all materials.

(c) A plan view drawing of the window system indicating the location of all adjacent structural elements, etc., with referenced section details indicating the method of anchoring the windows to the column and ledge along the entire perimeter.

(d) A copy of the installation instructions from the window system manufacturer.

### **3.7.4 Replacement Window Responsibility**

The structural stability and energy characteristics of the system depend upon the installation techniques and the quality of the windows installed. Even with approval from the Board, the installation, performance and stability of the window system shall be the responsibility of the Owner.

### **3.8 Relocation Or Detouring Of Vertical Cable Television Lines**

Relocation or detouring of existing vertical cable television lines in a Unit or common area must be placed in rigid conduit with sweeping bends to allow renewal of the cable in the future.

## **4. CONSTRUCTION RULES**

### **4.1 CONSTRUCTION WORKING HOURS**

No construction personnel shall be on the premises on any weekend or holiday nor may any work take place except during the hours from 8:00 AM to 6:00 PM, Monday through Friday. Based upon special permission in writing from the Manager, certain types of work may be permitted on Saturday, Sunday or Holidays.

### **4.2 CONSTRUCTION DEBRIS**

Construction debris must be tightly bagged and removed by the contractor. No dust, dirt or material of any type may leave the Unit in any fashion that leaves dust, dirt or footprints in the halls or elevators. Construction debris must not be thrown down the trash chutes or placed in the Association trash dumpsters. Unit remodeling shall immediately be stopped if any dust, dirt or debris in the common areas is traced to a remodeling project.

### **4.3 CARTS**

The Association grocery carts and luggage carts may not be used to carry construction materials to your Unit or construction debris from your Unit.

### **4.4 SMOKE DETECTORS**

Many Units have two (2) sets of smoke detectors, freestanding and a newly installed system tied to a central office. Smoke detectors must be protected from dust and other airborne contaminants. **WARNING!!** Do not leave the condominium without reactivating the smoke detector protection. Simply covering the detector and leaving it covered is not permitted. Fires often occur during construction and it is the owners' obligation to work with his or her contractor to maintain the efficiency of the detectors.

#### **4.5 FIRE SAFETY SYSTEM**

The Association has installed a fire safety system in the common areas and portions of the Units. No one should tamper with the detectors. If the detectors need to be moved or taken out of service, the Owner or Contractor must contact the Manager. If dusty work is to be done in a Unit, the Contractor must borrow an approved cover for the detector from the Manager in order to prevent false alarms. If the remodeling activities trigger a false alarm, the Unit Owner shall be responsible for the cost of the false alarm and repair of the detector.

#### **4.6 COMMON AREAS**

Unit Owners are responsible for any damage to common areas or required cleanup in common areas caused by your workers. Common areas may not be used for construction materials or tools storage.

#### **4.7 USE OF STORAGE BOX**

During certain projects, it may be possible with written permission from the Manager to utilize a storage box in a limited number of areas in the garage or the Unit parking space. Please see the manager for specific rules and regulations regarding this matter.

#### **4.8 PERMISSION TO ENTER THE UNIT**

The doorman must have a written list of the names and affiliations of all persons to whom you give permission to enter the Unit or they will be denied entry to the building.

#### **4.9 CONSTRUCTION ENTRY**

Workers carrying tools or materials shall enter through the garage. No workers will be allowed entry through the main lobby doors when carrying any tools or materials. (Entry must be through the lower garage to the elevators).

#### **4.10 DRAINS**

Do not put anything (other than clear water) down the drains of the apartments or this Building.

#### **4.11 WATER SHUT OFF**

All requests for water shut off must be made to the Manager/Engineer twenty-four (24) hours in advance. There will be a fee of Thirty Dollars (\$30.00) for shutting off water and draining down the stack each time the water is shut off or the stack is drained.

#### **4.12 PROTECTING THE COMMON AREAS**

It is the Unit Owner's responsibility to protect the common area floor, wall covering, elevator doors and frames, painted areas, trim, etc. The Unit Owner is required to clean any mess he/she or their workers make in this building.

#### **4.13 LOADING OR UNLOADING**

Prior to loading or unloading, the Contractor or Unit Owner must contact the Doorperson for any assistance needed for building/Unit entry, loading/off loading materials.

#### **4.14 LOBBY/ELEVATOR DOORS**

Only the lobby/elevator door retainer key may be used to hold the doors open. (See the Doorperson for the key). Do not use any other method to hold the door open. After loading/unloading, the elevator is to be released immediately. No contractor or owner may monopolize an elevator by placing an employee in the elevator whose function it is to reserve the elevator unless materials are in the process of being moved.

#### **4.15 PROTECTIVE PADS AND MATS**

Pads and a protective mat must be installed in the elevators before using them to transport tools, construction material or debris. Only the south elevator will be utilized to move in/out or to transport tools/materials. Upon request, the Doorperson will have the pads and protective mat installed in the south elevator.

#### **4.16 WORK RESTRICTIONS**

(a) If in the judgment of the Board ongoing remodeling projects will pose an undue hardship on the Unit Owners, the Board may limit the number of concurrent remodeling projects in progress to six (6) to ensure Unit Owner access to the building and elevators.

(b) The Board has determined that remodeling during June, July, August and until the 15<sup>th</sup> day of September is unduly disruptive because of the demands it places on elevators, building entrances and utilities at a time when experience shows that the elevators, garage and parking spaces around the building are in greater demand for the larger number of occupants in the building. The parking spaces open to the public are in high demand for the use of summertime beachgoers and there are greater demands from summertime occupants of Las Flores and the other Coronado Shores buildings including tenants who are not familiar with the building and its regulations and take greater time of the Manager and staff. No remodeling will be approved to take place between June 1 and September 15 (referred to as "the Summer Period"); provided that the Board may in its discretion permit work already commenced on one or more Units to continue during the Summer Period or such portion thereof as the Board specifies, if the Board determines in its judgment that the work on such Units during the Summer Period or portion thereof (1) will not need monitoring by the Manager, Engineer or other employees on other than a minimal basis, (2) will cause minimal use of and will not involve the need to hold any elevator out of service for any period of time, (3) will not involve construction noise, debris,

or disruption affecting neighboring and other Units in the building, and (4) will not involve the use of parking spaces around the building by workers, suppliers or others involved in performing such work (such work so permitted by the Board being referred to herein as the "Permitted Summer Work").

**5. ASBESTOS**

All acoustical ceilings in Las Flores Tower contain twenty percent (20%) asbestos material. The material must be handled in accordance with OSHA/EPA and/or other government agency requirements and the removal must be accomplished by a licensed abatement contractor.

## 6. LEAD-BASED PAINT

This building was constructed prior to 1978 and, thus, lead-based paint may have been utilized in both common and living areas.

## 7. ENFORCEMENT

### 7.1 ARBITRATION

All disputes arising out of these supplemental Rules and Regulations including but not limited to, the enforceability of these supplemental Rules and Regulations, the approval or disapproval of a proposed remodel, or the enjoining or removal of an authorized remodel will be resolved by submission to binding arbitration at the San Diego, California offices of Judicial Arbitration & Mediation Services, Inc. (JAMS). If the parties agree, a retired judge from the JAMS panel shall hear the controversy. If they are unable to agree, JAMS will provide a list of three available judges and each party may strike one. The remaining judge will serve as the arbitrator. The parties agree that arbitration must be requested in writing within one (1) year after the claimed breach of contract, occurrence or omission occurred and that failure to initiate arbitration within a one (1) year period constitutes an absolute bar to the institution of any proceeding. The aggrieved party may only initiate arbitration by sending written notice of an intention to arbitrate by registered or certified mail to JAMS, all individual parties and the Board during the one (1) year period. The notice must contain a description of the dispute, the amount involved and the remedy sought. If and when a demand for arbitration is made, the parties to the arbitration agree to execute a Submission Agreement, provided by JAMS, setting forth the rights of the parties if the case is arbitrated and the rules and procedures to be followed at the arbitration hearing. The arbitrator is empowered to award equitable remedies, including, but not limited to, injunctive relief to remove or avoid unauthorized or disapproved remodeling. If one party prevails or substantially prevails in the arbitration, as determined by the arbitrator, that party shall be entitled to an award of reasonable attorney fees and costs; provided that no attorney's fees shall be charged against the Association if the arbitrator determines that the Board acted in good faith in reliance on counsel or other professional advice. If JAMS is no longer doing business in San Diego, California, or is otherwise unavailable to conduct the arbitration, the matter will be resolved by submission to binding arbitration at the San Diego, California, offices of the American Arbitration Association.

### 7.3 RECOVERY OF COSTS AND FEES BY ASSOCIATION

In the event that the Association challenges any unauthorized modification or non-conforming modification, the Association shall be entitled to recover its reasonable costs and attorney fees without regard to whether or not the modification would have been approved had it been submitted to the Board. The mere fact that the person undertaking the modification failed to seek a permit shall be sufficient for the arbitrator or court of appropriate jurisdiction to award attorneys fees.

## 8. ADOPTION



This compilation of the restated version of the Remodeling Rules and Regulation for Las Flores Tower is the Board's attempt to develop a user-friendly version of the Rules without substantially changing any rule. This version was approved by the Board at its June 16, 2005 meeting and the new summer work rules sent to the Owners on July 14, 2005. The Board invites your comments regarding the rules.

For the Board of Directors:

Ed Lake  
President

# EXHIBIT A

## CITY OF CORONADO REQUIREMENTS FOR PLAN SUBMITTAL



### CITY OF CORONADO COMMUNITY DEVELOPMENT

1825 STRAND WAY  
CORONADO, CALIFORNIA 92118  
E-MAIL: COMDEV@CORONADO.CA.US

CITY HALL  
PHONE: (619) 522-7326  
FAX: (619) 436-6009

### REQUIREMENTS FOR PLAN SUBMITTALS CORONADO SHORES TENANT IMPROVEMENTS

Effective date: 1 October 2002  
Authority: California Building Code – Section 106, paragraph 106.3.3

#### Plan Requirements:

1. Min. sheet format: 24" x 30"  
Exception: New flooring, FAU change-out only permits or as approved by the Building Department on an individual basis may be on an 8-1/2" x 11" sheet w/minimum project information (item #2 below).
2. Minimum project information:
  - a. Project address and square footages – existing and proposed.
  - b. Owner's name and permanent address (if other than at the Shores).
  - c. Contractor's name, address, and state and local license numbers (if known).
  - d. Condominium Association Approval (stamp on plans or letter of approval).
  - e. Project description – general listing of items to be completed.
3. Existing Floor Plan – drawn to scale w/dimensions – indicating specific areas of alteration and/or demolition.
4. Existing Electrical Plan – drawn to scale – depicting existing electrical components and indicating specific items of alteration, relocation, and/or removal. (Note: this requirement may be shown on the existing floor plan).
5. Existing Reflected Ceiling Plan – drawn to scale – depicting existing soffits, recessed, track, or surface-mounted lighting, light switching, smoke detectors, vents, etc.
6. Existing Fire Sprinkler Plan – drawn to scale – depicting location of existing fire sprinkler heads. (Note: this requirement may be shown on the existing reflected ceiling plan).
7. Renovation Floor – drawn to scale w/dimensions – depicting interior renovations, wall relocations, cabinetry, flooring, etc.
8. Renovation Electrical Plan – drawn to scale – depicting new and/or relocated electrical components, telecommunications/computer lines, audio/visual components, etc. (Note: this requirement may be shown on the renovation floor plan).
9. Renovation Reflected Ceiling Plan – drawn to scale – depicting location of new and/or relocated soffits, light fixtures, switching, vents etc.
10. Renovation Fire Sprinkler Plan – drawn to scale – depicting location of relocated fire sprinkler heads. (Note: this requirement may be shown of the renovation reflected ceiling plan).
11. Details / Sections – drawn to scale – depicting items of special/unusual construction, new wall construction, etc.
12. Fire Department Review – A review/approval stamp from the Fire Marshall is required for all projects prior to building permit issuance.



TONY PENA  
Director, Community Development

## EXHIBIT C

### MANAGERS LETTER REGARDING INSURANCE

June 27, 2016

SUBJECT: Certificates of Insurance

Dear :

The Coronado Shores Condominium Association # 4 at 1770 Avenida Del Mundo, Coronado, CA 92118, requires that any outside person or firm providing or performing services in the building or on its lot must have in effect and must provide proof the following insurance coverage:

1. Statutory Workers Compensation and Employers Liability Insurance (including Occupational Disease Coverage).
2. Comprehensive Public Liability Insurance (including Broad Form Property Damage).
3. Products liability and Completed operations Coverage.
4. Automobile Liability and Property Damage.

Minimum Limits to be Provided:

1. California Workers Compensation Statutory (\$1,000,000.00).
2. General Liability (\$2,000,000.00).

Please contact your insurance carrier and have them provide us with a "Certificate of Insurance" that also includes the following information:

1. Carrier name and policy number.
2. Expiration date(s) on each policy.
3. Provision that names the "Coronado Shores Condominium Association # 4" as an "Additional Insured" with the stipulation that 10 days written notice be given upon cancellation or any material change in coverage for any of the above policies.

It is necessary that the Certificates of Insurance outlined in this letter be received prior to commencement of any work. Should you have any questions, please contact the Manager at (619) 437-1267.

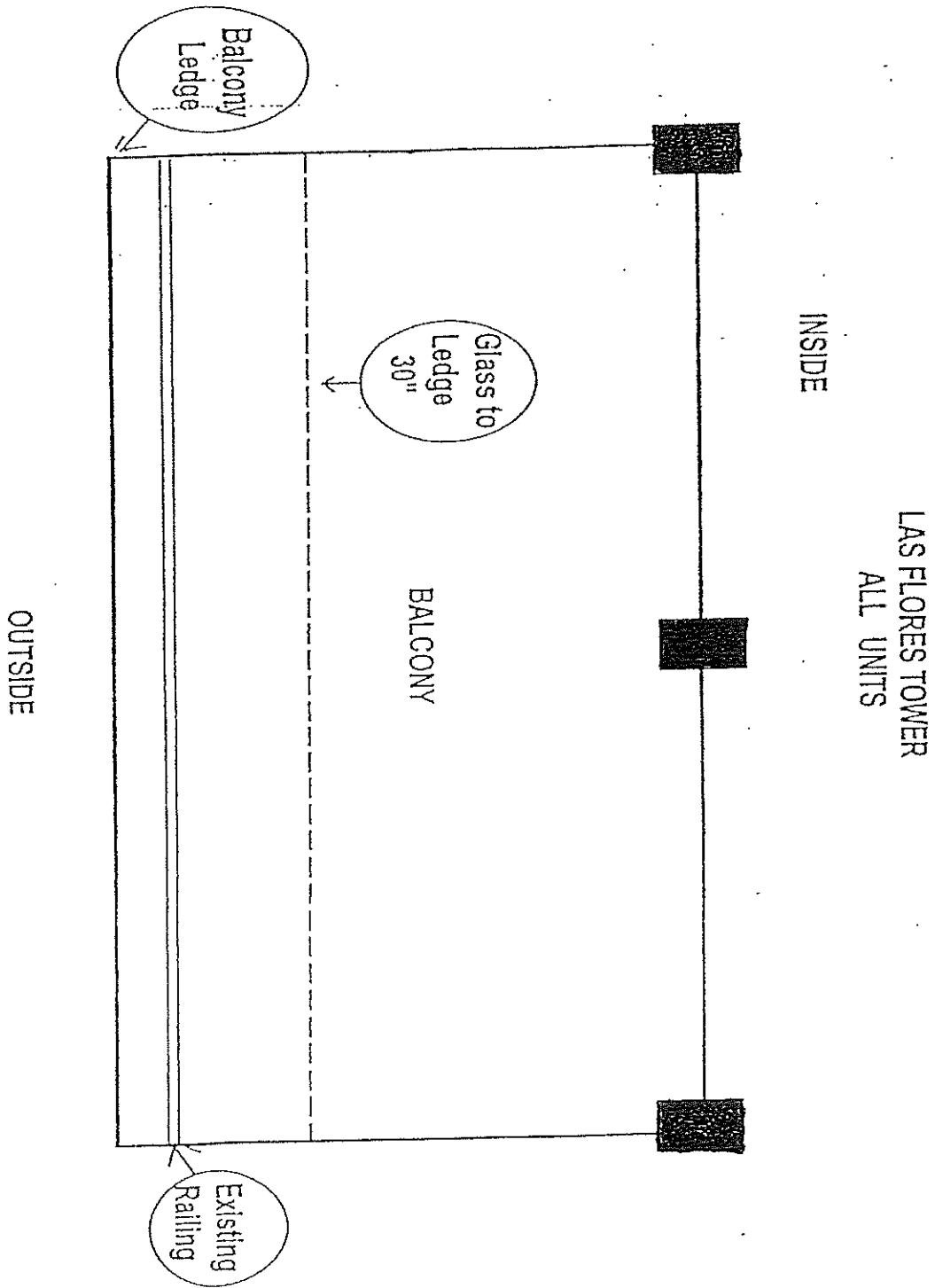
Thank you for your cooperation.

Sincerely,

Dennis L. Brokaw, Sr. AMS  
Association Manager

Exhibit D

Diagram of Balcony Requirements



**EXHIBIT B**

**CORONADO SHORES CONDOMINIUM ASSOCIATION NO. 4  
"LAS FLORES TOWER"  
1770 AVENIDA DEL MUNDO  
CORONADO, CALIFORNIA 92118  
(619) 437-1269**

REGARDING THE PROPOSED REMODELING TO MY UNIT(S) # \_\_\_\_\_

1. PROJECT START DATE \_\_\_\_\_ SCHEDULED COMPLETION DATE \_\_\_\_\_

2. I HAVE RECEIVED A COPY OF THE LAS FLORES TOWER RULES AND REGULATIONS FOR REMODELING. I HAVE READ, UNDERSTAND, AND AGREE TO THE REQUIREMENTS SET FORTH THEREIN. I HAVE PROVIDED PLANS AND DOCUMENTATION AND CONSTRUCTION DEPOSIT AS REQUIRED.

3. I UNDERSTAND AND BY SIGNATURE BELOW AGREE THAT I AS UNIT OWNER I AM SOLELY RESPONSIBLE FOR THE QUALITY, INSTALLATION AND PERFORMANCE OF ALL PRODUCTS AND SYSTEMS USED IN THE REMODEL OF MY UNIT.

4. I HAVE PROVIDED A COPY OF THE ABOVE MENTIONED RULES AND REGULATIONS TO MY CONTRACTOR (S).

CONTRACTOR: \_\_\_\_\_

CONTRACTOR'S LICENSE NUMBER: \_\_\_\_\_

PERSON TO CONTACT: \_\_\_\_\_

CONTRACTOR'S PHONE NUMBER: \_\_\_\_\_

INSURANCE COMPANY AND POLICY NO. \_\_\_\_\_

CONTRACTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

HOMEOWNER SIGNATURE: \_\_\_\_\_

UNIT NO. \_\_\_\_\_ DATE: \_\_\_\_\_

**YOU MUST RETURN THIS FORM TO THE BUILDING MANAGER BEFORE THE ASSOCIATION APPROVAL LETTER CAN BE ISSUED.**