

EMORY CHASE CONDOMINIUMS
RENOVATIONS & CONTRACTOR GUIDELINES

Before any Electrical, Plumbing or Renovation work is begun the following guidelines must be followed by the owner and/or contractor.

1. A plan of action/renovation plans must be submitted to the Property Manager.
2. **All proper and applicable permits must be filed with the City of Decatur, and copies of these filing supplied to the Property Manager.**
3. An inspection of the unit must be performed by the Property Manager, showing that no support columns, chases, exterior surfaces will be damaged or blocked, before work begins.
4. Electrical, plumbing and removal of walls must have proper permits filed in advance.
5. Before work is completed all inspections by the City of Decatur must be completed and filed with the Building Engineer.
6. All owners and contractors must read and sign Rules and Regulations for Contractors, in addition to the Contractor Information Form.
7. **The Property Manager must be granted access to perform random inspections to insure the guidelines are being followed.**
8. All electrical or plumbing work should be completed by a licensed contractor. This includes HVAC work and moving of walls.
9. A final inspection will be done by the Property Manager at which time the Renovation File will be added to the Unit File.
10. The Contractor must also fill out the Contractor Information Form and have all applicable Permits from the City of Decatur, and prior approval from the Property Manager.
11. WORK HOURS Contractor may work in the building Monday – Saturday between 8:30 a.m. and 6:00 p.m. Owners will be fined if contractors start work before 8:30 a.m. or continue work past 6:00 p.m. **Contractors may not work on Sunday.**
12. Contractor must not park in the spaces directly in front of the buildings.
13. Building doors cannot be propped open.
14. No construction debris may be placed in the dumpsters. All debris must be removed by the owner or contractor and taken away from Emory Chase.
15. **Balconies. No household items, furniture, construction equipment, or construction debris may be stored on the balcony during construction.**
16. Contractors and /or owners are responsible for keeping the hallways cleaned vacuumed at the end of each workday. Layout boards, tarps, etc. should be used when needed to protect the floors and walls. If Emory Chase has to hire a clean up crew to clean up after the contractors, the unit owner will be charged.
17. Any remodel that includes removal of any existing partition or additions of any partitions shall also require a "Rough In" inspection by the Property Manager. A "to scale" floor plan must be provided by the contractor; showing which walls are to be removed and the location of new walls.

Additional Information Regarding Building Permits

1. All renovations should be approved by the Board of Directors, this includes but not limited to: (1) Bathrooms, (2) Kitchens, (3) Openings in any walls.
2. Included in the proposal: (a) intended changes, (b) time line for completion, (c) Contractor list
3. All necessary permits with relation to electrical, plumbing, or major structural changes should be posted as per city requirements. They must be acquired from the City of Decatur Building and Permits department before work starts.
4. Permits will also be kept on file in the Property Manager's office.
5. No walls may be sealed without our inspection. Also the City Inspector must complete a Rough in Inspection before any walls or accesses may be closed.
6. Any of these violations will carry a \$150.00 fine, and the requirement that issues be resolved before work can commence. Emory Chase will report violations to the City Building Department.
7. Final inspections by the City of Decatur Building Department are required on all renovation projects.
8. Any prior renovations are the responsibility of the owner at time of discovery, and code violations must be brought up to city code standards.

THE UNIT OWNER MAY FACE SUBSTANTIAL FINES OR OTHER PUNITIVE ACTIONS IF THESE GUIDELINES ARE NOT FOLLOWED.

**EMORY CHASE
MAINTENANCE AND REMODELING CHART
(For Owners Renters)**

Effective 04-05-10

City of Decatur Permit Required	Licensed Contractor Required	Requires Board Notification	Requires Board Approval	COMMENTS
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PLUMBING & ELECTRICAL (less than \$1,000)

Replacing water heater	YES	YES	YES	NO	ANY LICENSED PLUMBER
Replacing toilet or sink	NO	YES	NO	NO	NOTIFY BOARD IF SUBFLOOR DAMAGE IS FOUND
Refinishing bath tub	NO	NO	NO	NO	
Replacing bath tub	YES	YES	YES	YES	
Refrigerator Ice maker hook up	NO	YES	NO	NO	REFER TO RULES & REGS FOR FURTHER INFORMATION
Dishwasher hook up	NO	YES	NO	NO	
Washer/Dryer hook up (new)	YES	YES	YES	YES	REFER TO RULES & REGS FOR FURTHER INFORMATION
Venting for Dryer	YES	YES	YES	YES	
General Plumbing repairs	YES	YES	YES	NO	REFER TO RULES & REGS FOR FURTHER INFORMATION
General Electric repairs	YES	YES	YES	NO	REFER TO RULES & REGS FOR FURTHER INFORMATION
Any new/replaced plumbing lines	YES	YES	YES	YES	
Any new electrical service or outlets	YES	YES	YES	YES	
Electric breaker box replacement	YES	YES	YES	NO	

**** Note: Any time the water will be turned off to a building all residents and management should be notified**

**** All work in excess of \$1,000 requires a City of Decatur permit.**

GENERAL MAINTENANCE (less than \$1,000)

Painting	NO	NO	NO	NO	
Flooring - carpet	NO	NO	NO	NO	
Flooring - wood	NO	NO	YES	YES	REFER TO RULES & REGS FOR FURTHER INFORMATION
Flooring - tile/ceramic/stone	NO	NO	YES	NO	
Dry wall repair	NO	NO	NO	NO	
Insulation	NO	NO	NO	NO	
Molding/Finish carpentry	NO	NO	NO	NO	
Replacement of interior doors	NO	NO	NO	NO	
Replacement of appliances	NO	NO	NO	NO	

**** All work in excess of \$1,000 requires a City of Decatur permit.**

MODIFICATIONS & IMPROVEMENTS (less than \$1,000)

Removing or relocating interior walls	YES	YES	YES	YES	
Window replacement	NO	YES	YES	YES	REFER TO RULES & REGS FOR FURTHER INFORMATION
Replacement of Entry Door	NO	YES	YES	YES	
Sliding glass door replacement/French door	NO	YES	YES	YES	

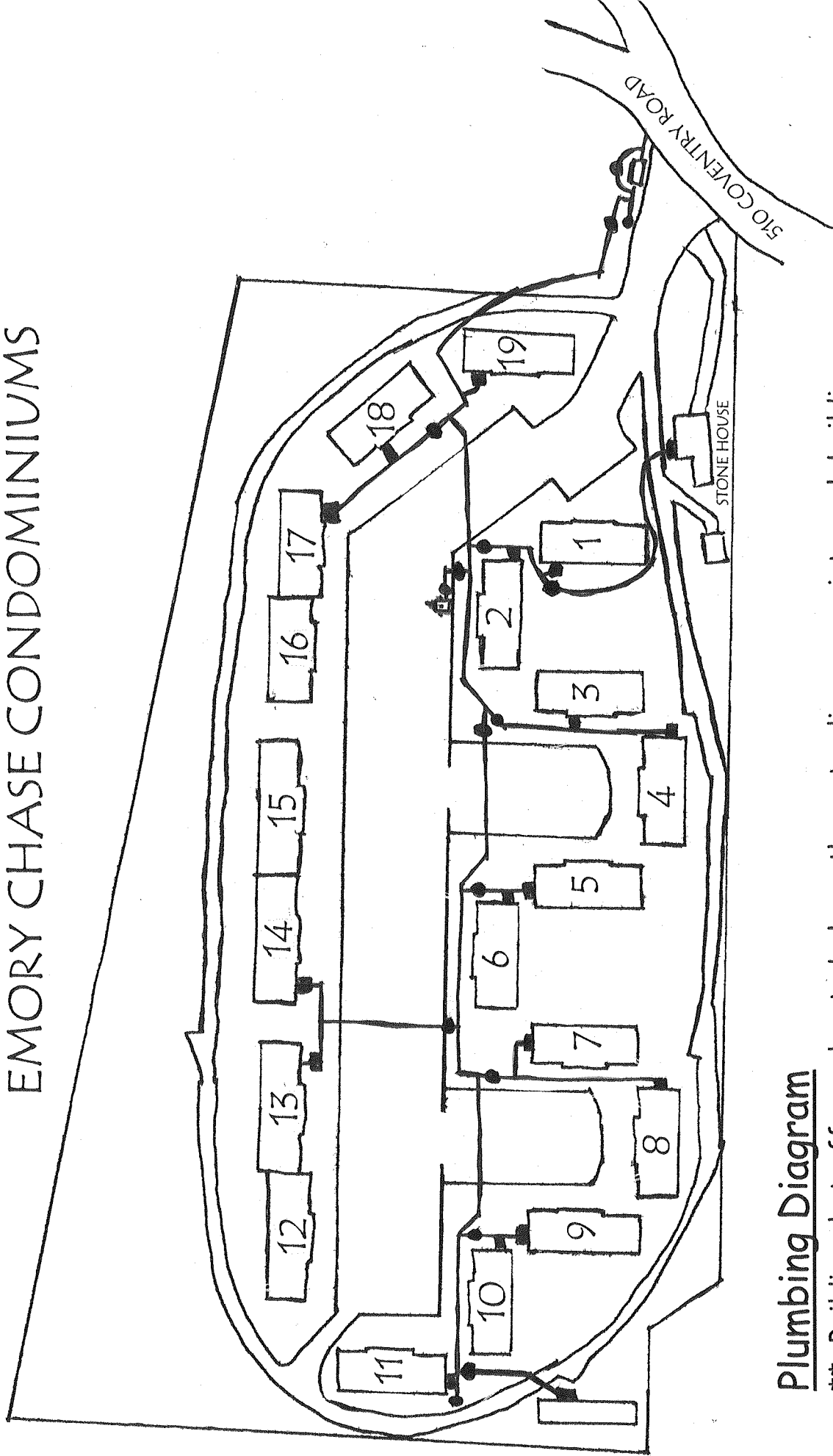
**** All work in excess of \$1,000 requires a City of Decatur permit.**

EXTERIOR

Screened In Patio	YES	YES	YES	YES	REFER TO RULES & REGS FOR FURTHER INFORMATION
Screened in Balcony					Not permitted
Landscaping/Gardening around unit	NO	NO	YES	YES	REFER TO RULES & REGS FOR FURTHER INFORMATION

**** FAILURE TO FOLLOW THESE REQUIREMENTS MAY RESULT IN SUBSTANTIAL FINES OR OTHER PUNITIVE MEASURES**

EMORY CHASE CONDOMINIUMS



Plumbing Diagram

- ** Building shut-offs are located where the water line comes into each building.
 - ** Additional shut-offs are represented by circular areas on the water lines.
- Please notify the other residents in your building before turning off the water.

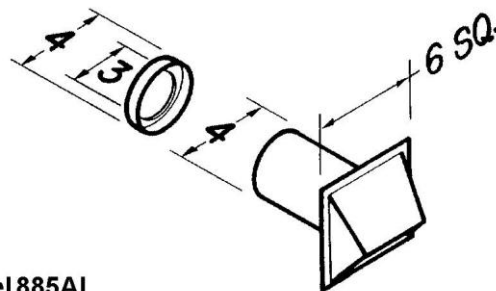
Carter Communities, Inc. - (770) 517-7743

Emory Chase Bathroom Exhaust System Installation Guide

Owner shall ensure proper installation of the new bathroom exhaust ventilation system. Proper ventilation is required to prevent moisture damage to wall and ceiling surfaces, decay of wood trim, saturation of building insulation, and mold contamination. This especially holds true in bathrooms where a shower is used and large amounts of moisture is added to the room air.

The following are the Emory Chase bathroom exhaust system installation recommended practices, requirements, and specifications:

- 1) Owner shall ensure bathroom exhaust system carries moist air all the way outside.
- 2) The general exterior vent cap location shall be located at the back of the building and approximately 11'-6" horizontally measured from the building corner. The vent cap shall be installed no more than 6" from the bottom edge of the crawl space floor joist. Coordinate exact exterior wall vent cap location with the Emory Chase Board prior to installation. The final location may be different because of specific site conditions.
- 3) Exterior wall vent cap shall be **Nutone Model 885AL** (Aluminum vent cap with weather louver, built-in damper, built-in bird screen) or approved equal. Exact specifications for approved equal shall be submitted to the board prior to the start of construction.



Model 885AL

- .025 Aluminum - natural finish
- Built-in damper
- For 3" or 4" round duct (4" to 3" transition included)
- Built-in bird screen

- 4) Exterior vent cap shall be painted black.
- 5) Emory Chase prefers rigid metal exhaust duct used throughout the bathroom exhaust system. Rigid metal duct has a smoother interior surface that improves air flow and prevents the buildup of moisture.
- 6) If rigid metal duct cannot be used then flexible all metal duct may be used if the following precautions are adhered to:
 - a) Use only minimum 4" diameter all-metal ducting.
 - b) It must not be allowed to collapse, kink or sag. Turns in system should be made with rigid metal elbows.
 - c) Use the shortest duct length possible.
 - d) Stretch the duct to its maximum length.
 - e) Avoid sharp object. Flexible Metal Duct is easy to penetrate.

- f) Flexible metal duct shall NOT be used for through wall penetration.
- 7) Through wall vent duct shall be rigid metal duct only. When flexible metal duct is used for exhaust system, use flexible metal duct to rigid metal duct transition duct as necessary.
- 8) Slope the bath fan vent duct downwards towards its building exit. This will help air flow and help avoid condensation accumulating inside the ductwork and dripping back into the building crawlspace.
- 9) Exterior Wall Vent Cap shall be properly sealed with silicone adhesive. Where the vent cap does not contact the building surface, install foam-rubber gasket to fill any gaps. This is important to prevent moisture into crawl space. Final application of silicone adhesive shall be appear clean and neat.
- 10) The following should be taken into consideration when penetrating the existing brick wall:
 - a) Vent cap penetration shall be a maximum of 4".
 - b) Secure vent cap with exterior grade stainless steel screws with masonry screw anchors only.
 - c) Take all necessary special precautions as required for brick and mortar / masonry construction applications.

CONTRACTORS INFORMATION FORM

Contracting Company: _____

Supervisor at Job Site: _____ Cell #: _____

Office Telephone: _____ Fax#: _____

Company Address: _____

Job Site – Unit: _____ Start Date: _____ Completion Date: _____

Work to be done: _____

Will there be any modifications to the plumbing or electrical systems: _____

If yes, explain: _____

Will there be any modification to interior walls: _____

If yes, explain: _____

The Rules & Regulations for Contractors are attached. Contractor warrants that he has read the rules and agrees to follow the guidelines.

Contractor's Signature: _____ Date: _____