

American Plaza Towers Condominium Association
Application for Remodeling or Redecorating

Re: American Plaza Towers Condominium Association unit # _____

Highest Category Included in Scope of Work: I II III

Category I: In accordance with the Redecorating and Remodeling Requirements, I am giving notification of my intent to redecorate/remodel the above unit as described below.

Category II or III: In accordance with the Redecorating and Remodeling Requirements, I request your approval of the redecorating/remodeling to the above unit as described below.

Expected Start Date: _____ Expected Finish Date: _____

Description / Scope of Work: _____ Total Improvement Value: \$ _____

Contractor/Supplier Name: _____ License # _____

Address: _____ Contact: _____

_____ Telephone: _____

Contractor/Supplier Name: _____ License # _____

Address: _____ Contact: _____

_____ Telephone: _____

(If there are additional Contractors or Suppliers, please provide their information on a separate sheet.)

I have or shall provide the "Contractor Regulations" to all contractors/suppliers involved in my project. I understand and agree that I am responsible to make sure they comply, and any fines for violations shall be my responsibility to pay.

I agree to inform the Property Manager in advance of any changes in the above remodeling plans. I shall direct the contractor or supplier to advise the Property Manager in advance of arrival at American Plaza Towers to perform work.

I understand that American Plaza Towers Condominium Association reserves the right to stop any remodeling project. If the result of my remodeling project disturbs APTCA member's and/or residents' quiet enjoyment, structural safety and/or security, I understand and agree that I shall be required to resolve the issue in a timely manner. If the disturbing issue cannot be resolved, I shall be required to return the unit to its previous condition, at my own expense.

Owner/Applicant Signature: _____ Date _____

Co-Owner/Applicant Signature: _____ Date _____

Phone #(s): Home: _____ Work: _____

E-mail: _____

Note: Property owners must sign the application. Contractor's signatures for property owners will not be accepted.

(OVER)

**American Plaza Towers Condominium Association
Application for Remodeling or Redecorating**

The following is required for a Category II or III request:

Indemnity and Hold Harmless Agreement

In consideration of the authorization granted, I agree to indemnify and hold harmless American Plaza Towers Condominium Association, its agents, employees, officers and directors, from any and all claims, damages, liability, causes of action or suits, including economic and emotional damages, attorneys fees and costs, now existing or which may exist in the future, known or unknown, in any way, directly or indirectly, caused by or relating or attributable to the modification/construction relating to the Unit(s) or the general common elements, including claims arising during the course of the modifications themselves.

Owner/Applicant Signature: _____ Date _____

Owner/Applicant Printed Name: _____

Co-Owner/Applicant Signature: _____ Date _____

Co-Owner/Applicant Printed Name: _____

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Property Manager / Remodel Review Committee / Board of Directors Use Only	Category I	Notification received: By: _____ Date: _____ Property Manager
	Category II	<input type="checkbox"/> Owner Signature(s) for Indemnity and Hold Harmless Agreement. <input type="checkbox"/> Contractor(s) Certificate of Insurance, naming APTCA as an additional insured. Approved Start Date: _____ Notification Date: _____ Application is <input type="checkbox"/> approved <input type="checkbox"/> denied for the remodeling described above. Reason (if denied): _____ By: _____ Date: _____ Property Manager
	Category III	<input type="checkbox"/> Owner Signature(s) for Indemnity and Hold Harmless Agreement. <input type="checkbox"/> Contractor(s) Certificate of Insurance, naming APTCA as an additional insured. Approved Start Date: _____ Notification Date: _____ Application is <input type="checkbox"/> approved <input type="checkbox"/> denied for the remodeling described above. Reason (if denied): _____ By: _____ Date: _____ RRC Member or Board of Director Signature Printed Name: _____ Title: _____

PLEASE USE THE PROPERTY MANAGER'S MAILBOX FOR SUBMISSION OF THESE FORMS

**American Plaza Towers Condominium Association
Redecorating and Remodeling Requirements**

These procedures and guidelines for condominium remodeling are for use by owners in preparing and seeking approval for remodeling owners’ condominiums.

GENERAL PROCEDURES

All work, even that completely interior to a living unit, requires prior submission of the Remodel Application form.

If an Owner does not engage a contractor or service person, the rules contained in the “Contractors” section below, and those on the “Contractor Regulations,” starting on page 11, shall also apply to the Owner.

Remodeling Categories: As defined below, remodeling shall be divided into three (3) categories, each of which requires different documentation and approval procedures:

Category	General Description
I	Includes all work which does not require approval from the Association. Notification benefits the community by listing your unit on the approved remodel list, which also serves to notify your neighbors that they may expect to hear construction noise during allowable working hours.
II	Includes all work which, provided that certain specifications are followed, has already been ruled as acceptable by the Board of Directors. Approval for these applications has been delegated to the Property Manager.
III	Includes all work which would generally fall under “major remodel”. This may involve adding or removing interior walls, doors, plumbing, or electrical, among other things. The application form shall be submitted with all related supporting items, which may include architectural drawings, electrical or plumbing plans, material samples, etc. Approval for these applications is by the Remodel Review Committee.

Since Category II and III work involves common areas, exterior cosmetics, or the higher-risk aspects of tower living, such as potential water leak sources or noise sources, and/or usually involves contractors, both Category II and III applications require that the Owner sign an *Indemnity and Hold Harmless Agreement*.

See page 9 for more specific details about the Categories and what types of work each includes.

No Work without Approval: Category II and III applications require written approval by the Property Manager or the Remodel Review Committee, respectively, in advance of starting work.

Submission Lead Time: Except in emergency situations, please submit the remodel application form with at least the following lead times ahead of the planned work start date:

Category I - 72 hours	Category II – 7 days	Category III – 30 days
(No approval required)	(Property Manager Approval)	(Remodel Review Committee or Board of Directors Approval)
<p>Category II and III applications may require additional information be exchanged and/or study conducted prior to approval. Due to this possibility, no guarantee can be made that an application will be approved within the above-indicated lead time, so the earlier you submit your application, the better chances of obtaining an approval in time for your expected start date. Work may not begin until approved.</p>		

American Plaza Towers Condominium Association Redecorating and Remodeling Requirements

Working Hours: See “Contractor Regulations”, page 11, item 3, for the definition of Working Hours.

Contractors:

- Owner shall provide APTCA with contractor(s) information, including CCB license number.
- For the safety and well-being of all concerned, all contractors and their subcontractors shall observe all applicable regulatory requirements, including OSHA guidelines.
- Contractors and service people shall follow all regulations contained in the “Contractor Regulations” (see page 11), and the Owner is responsible to see that they do so. Any expenses incurred by the Association for non-compliance with these regulations shall be charged to the Owner for whom the contractor is working.

Permits: It shall be the Owner’s responsibility to obtain all permits required for the work from any regulatory agency having jurisdiction. Permit copies shall be submitted to the Property Manager on request.

Construction Waste: Owners shall provide their own disposal method and none of the APTCA refuse bins or enclosures may be used for any construction-related waste, including but not limited to paints, adhesives, plaster, drywall, wood, metals, carpet, tile, stone, etc. If a refuse bin is required, contact the Property Manager’s office for its location. Nothing but clear water may be put in storm drains. Paint or any other toxic chemical may not be disposed of in any of the toilets or drains, either inside the unit or anywhere else on the property, or in Garbage Rooms.

Equipment Set Up: Power equipment may not be used in the breezeways, nor can materials be stored in the breezeways. All cutting, sawing, materials, etc. are to be used or stored inside the unit.

Inspection: For Category II or III remodels, the Board or its authorized representative shall have the right, at any reasonable time, to inspect work as it progresses to determine that it is in compliance with the documents that have been submitted. Such inspections shall not be construed as an approval of the construction, materials, or the installations.

Fines for Violations: See APTCA’s Schedule of Fees and Fines.

Water Shut Offs: If the water needs to be shut off, it shall be for a maximum time of one (1) hour. Because a water shut off affects other condominium users (approximately 40 units), it is expected that the duration of the water shut off be used to install in-unit shut off valves to isolate that unit and eliminate the need for additional building water shut offs. Shut offs may only be scheduled for times between 10 AM and 3 PM.

Indemnity and Hold Harmless Agreement: Category II and III applications require an *Indemnity and Hold Harmless Agreement*. By signing this agreement, the Association is held free and harmless of any liability due to contractor negligence, protecting the Association from any liability should future damage to other units or common areas result from such unit upgrades or modifications. Please be advised that Owners are ultimately responsible for their actions and those of their contractors.

Appeal: The applicant or any concerned unit owner or resident may appeal approval or denial of an application by submitting the appeal in writing to the Property Manager’s office within ten (10) days after the decision. The Board may consider the appeal at its next regular meeting, or a special meeting, at the discretion of the Chairperson of the Board. The Property Manager shall notify the appellant of the date, time and place the Board will meet to consider the appeal. This appeal shall include any new information from the Owner as to the application previously considered. The Owner appealing shall set forth reasons why it is believed that the previous decision regarding the remodeling application should be changed.

Questions?: For more information concerning Association requirements and specifications, refer to the Rules and Regulations, Section B, page 10, or call the Property Manager’s office (See page 12 for contact information).

American Plaza Towers Condominium Association

Redecorating and Remodeling Requirements

IMPORTANT NOTICES

Asbestos: It has been determined that the popcorn on the ceilings in the Lincoln and Grant towers contain 10-15% asbestos fibers. (There was none found in Madison.) If you plan to cut or drill into a ceiling covered in popcorn, Board approval is required and you shall contact the Oregon Department of Environmental Quality (DEQ) for a copy of the regulations concerning penetration of materials containing asbestos. It also has been determined that the plumbing insulation used on the elbows does not contain asbestos. You are required to follow all applicable laws governing working with asbestos.

Post-Tension Cables: The building contains post-tension cables in each floor/ceiling, which are under extremely high tension. Sawing, cutting, coring, or drilling into the post-tension cables (floor/ceiling) can cause serious injury or death. In no event shall any owner, or any agent, employee, permittee, or licensee of any owner bore, drill or penetrate into, in any way, the concrete slabs (floor/ceiling) without the prior written consent of the Board of Directors.

The Board of Directors shall not grant such consent unless the owner has first presented written documentation to the Board of Directors from a licensed and bonded contractor that the post-tension slab has been properly x-rayed and that it can be bored, drilled, or penetrated without adverse impact to the components of the post-tension slab. The Board of Directors shall have the sole and exclusive discretion to grant such consent. In exercising its discretion, the Board of Directors shall not be deemed to be endorsing or certifying the quality, safety, or accuracy of such work itself. Any such work shall be undertaken by Owner at Owner's sole risk, and the Board of Directors shall have no liability whatsoever for any consequences of such work.

Natural Gas: The use of natural gas is strictly limited to fireplaces.

GUIDELINES

Air Conditioning Units: Category II. No air conditioning units may be installed into flat wall surfaces or windows on the exterior of the building or on the elevator breezeway. Air conditioning units may be installed on terraces. Contact the Property Manager's office for specifications for installation. An *Indemnity and Hold Harmless Agreement* is required.

Antennas: See **Satellite Dishes/Antennas**.

Bicycle Rack (Garage Unit): Category II. Bicycle racks may be placed within your garage unit, attached to the common area wall contiguous to your unit, provided that bicycles stored on the rack shall be substantially within your unit. Contact the Property Manager's office for specifications for installation. An *Indemnity and Hold Harmless Agreement* is required.

Breezeway Corridor: The elevator breezeway is a common area. It is maintained by the Association and provides access for all on your floor. You may not paint or otherwise decorate its walls. You may not put anything in it that would impede firemen, fire hoses, stretcher bearers or other emergency personnel. Nothing may be stored in the breezeway corridor.

Breezeway Door Alcoves: Some units have an alcove outside the door on the breezeway. The alcove is a common area and is maintained by the Association. Owners may not paint door alcove walls or attach anything to them or penetrate them in any way, with the exception of an Association-approved doorbell, light fixture, door gate, and one decorative item.

Breezeway Storm / Noise Abatement Windows: Category II. Elevator breezeway storm window standard specifications for exterior installations are available from the Property Manager's office. An *Indemnity and Hold Harmless Agreement* is required.

American Plaza Towers Condominium Association Redecorating and Remodeling Requirements

Door: Category I. The unit's outside door is the Owner's responsibility to maintain. It shall meet fire code standards, but may be painted any ONE color as desired, so long as it is not reflective or metallic. The door trim may be the same color as the door. Painted doors and casings are to be maintained by the Owner at the Owner's expense. Owners may hang decorative objects, door knockers, and/or a personal nameplate on the door. No business names are permitted. The Association recommends installation of a "peephole" in front doors and that deadbolts be installed for security.

Doorbell: Category II. A button doorbell may be wired to your unit power from the light switch inside your door. Contact the Property Manager's office for the approved style and specifications for installation. The doorbell button shall be mounted approximately 38" from the corridor floor. An *Indemnity and Hold Harmless Agreement* is required.

Door Entry Light: Category II. A light fixture may be installed at a unit's front door, provided it matches the building corridor light fixtures. It shall be controlled from a switch within the unit, and powered from the unit's electrical power. It shall produce no more than 1,500 lumens. Contact the Property Manager's office for source information for the building fixture. The approved light shall be installed by the door at the same height as the building corridor lights and in the same vertical position. An *Indemnity and Hold Harmless Agreement* is required.

Door Gates: Category I. A gate may be installed outside a unit door. Contact the Property Manager's office for the approved style and specifications for installation. The gates are to be painted Oxford Brown, Rodda #28210. If the gate will enclose an alcove, it is considered Category II work, and an *Indemnity and Hold Harmless Agreement* is required. Door gates that enclose an alcove may not be locked. Note: Some pre-1975 door gates at APTCA are not of the approved design, and were grandfathered in. All new installations must be of the approved design.

Door Screen: Category II. Screen doors are permitted. Contact the Property Manager's office for the approved style and specifications for installation.

Electric Vehicle Charging Station (Garage Unit): Category II. An electrical outlet or electric vehicle charging station may be installed in garage units, subject to certain conditions. An additional agreement, specifying all conditions, must be signed. Contact the Property Manager's office for details. An *Indemnity and Hold Harmless Agreement* is required.

Electrical Systems: Category III. An *Indemnity and Hold Harmless Agreement* is required for any reconfiguration or replacement of existing electrical systems (if it is necessary to cut into any wall to modify existing wire or install new wire). Contact the Property Manager's office at least 24 hours in advance if you need a power shut-off that cannot be accomplished from the in-unit circuit breaker panel.

Exterior Common Wall Storm Windows: Category I. Storm windows for non-breezeway, non-terrace/balcony exterior common wall window shall be installed inside the unit on the interior windowsill only, as variations on exterior sill depth would be very obvious from the ground and would detract from the architectural symmetry of the buildings.

Fireplaces: Category II. Replacement fireplaces may not exceed the size or power rating of the originally-installed fireplace. An *Indemnity and Hold Harmless Agreement* is required.

Flags (Terrace): Category I. The flag of the United States of America may be displayed on your terrace, subject to the following conditions:

- The flagpole shall be entirely within the boundaries of the terrace portion of the unit, although the flag may fly in the wind beyond those boundaries;
- The flagpole shall be securely attached to the inner surface of a railing (by u-bolts or anchor bolts) or to a stand on the terrace. The pole and support mechanism shall be sufficiently sturdy so that they can withstand the highest winds normally associated with the unit;

American Plaza Towers Condominium Association Redecorating and Remodeling Requirements

- The flag and pole shall be removed and re-installed as necessary for painting or other maintenance of the railing;
- Flags shall not be flown between 10:00 PM and 7:00 AM in strong winds when they produce sounds loud enough to be noticeable in the bedrooms of nearby units;
- The flag shall be of a suitable size so that it does not touch anything beneath it, including the top of the railing; and
- The flag shall be kept in good condition.

No other flags are permitted.

Flooring (Interior): Category I (for carpet) or II (for non-carpet). Various flooring materials may be installed in the unit; however, potential sound transfer must be considered. Materials must be selected with the requirement that, when installed, the flooring system will attain an Impact Insulation Class (IIC) test rating of at least 70 (carpet with padding typically provides an IIC rating of 75-85). Proper installation of the flooring system is also crucial to ensure the advertised material ratings are actually achieved, so selection of an experienced and qualified installer is important.

If neighbor complaints are received, the Association may require that a qualified consulting service be engaged to perform an on-site acoustic test to confirm that the flooring in question provides an IIC test rating of at least 70. If it does not, the flooring must be adjusted as necessary in order to eliminate the neighbor complaints, or attain proof of an IIC test rating of at least 70 in a follow-up test. All such testing and modification of the flooring system is at Owner's expense.

Exempt from this requirement are the kitchen, entry hall, bathroom, and utility room areas, as originally placed by the developer. Installation outside of these areas of any flooring product other than carpet (with appropriate padding material) requires an *Indemnity and Hold Harmless Agreement*.

Flooring (Terrace): Category II. As a result of occasional plugged drains and terrace leaks resulting from improper terrace flooring installation, an *Indemnity and Hold Harmless Agreement* is required to install floor covering of any type on the terrace.

Heat Pump Units: Category II. No heat pump units may be installed into flat wall surfaces or windows on the exterior of the building or on the elevator breezeway. A heat pump unit may be installed on the terrace. Contact the Property Manager's office for specifications for installation. An *Indemnity and Hold Harmless Agreement* is required.

Hot Tubs/Jacuzzis: Hot tubs/Jacuzzis are not permitted in any units, including terraces.

Painting: Category I. Only low volatile organic compound (VOC) paints may be used.

Plumbing Systems: Category III. An *Indemnity and Hold Harmless Agreement* is required for any reconfiguration or replacement of existing plumbing systems (if it is necessary to cut into any wall to replace existing pipe or install new pipe). Contact the Property Manager's office at least 72 hours in advance to arrange a water shut-off that cannot be accomplished from within the unit. (See **Water Shut Offs** under General Procedures, page 3, for more details regarding water shut-offs, expectations, and scheduling.)

Satellite Dishes/Antennas: Category I.

- Satellite dishes and antennas are feasible at this time only for units with a clear and unobstructed southeast view. For those units where reception is possible, a satellite dish or antenna may be installed.
- Satellite dishes must be seated on the floor and within the perimeter of the unit's terrace shall be as small as technology can provide at the time of installation, and in no case larger than 1m in diameter.

American Plaza Towers Condominium Association Redecorating and Remodeling Requirements

- Antennas shall also be as small as is available at the time of installation and shall be securely mounted in a neat vertical position within the terrace perimeter to protect the safety of persons below.
- Before installing a satellite dish or antenna, residents shall provide specifications on size, color, location, and mounting system. Satellite dishes and antennas shall be properly grounded and all safety instructions carefully followed. The paintable portions of a satellite dish shall be painted to match the building exterior. The wire from the dish or antenna to the inside of the unit can be inserted through a small hole drilled in a window or door frame, or threaded through the air conditioner opening. The exterior walls must not be penetrated.

Storm Doors and Storm Windows (Terrace): Category II. Contact the Property Manager's office for the general specifications. An *Indemnity and Hold Harmless Agreement* is required.

Sunshades or Awnings (Terrace): Category II. Contact the Property Manager's office for the specifications as to color and installation. An *Indemnity and Hold Harmless Agreement* is required.

Toilets: Water-pressurized toilets are not permitted to be installed in any units due to amplified noise when flushed.

Unit Numbers: All units at American Plaza are numbered and platted with county and state. Numbers may not be moved or changed. Each unit shall bear the number that is on the plat and in the APTCA Declaration. It is the Owner's responsibility to confirm that the number is correct. In case of penthouses or multiple-joined units, the number at the door used as the main entry must correspond with the address, or the Owner should change the address. Corridor-mounted numbers to units may not be removed, even if that number is not used as the address or primary unit designation.

Vents (Noise Mitigation for Lincoln Tower Only): Category II. Lincoln Tower unit owners may install a vent either above the entry doorway or in the wall between the living unit and the terrace, to facilitate air flow where opening the windows or terrace doors introduces excessive noise due to TriMet operations on Lincoln Street. Contact the Property Manager's office for the specifications as to allowed locations, conditions, and cover specifications. An *Indemnity and Hold Harmless Agreement* is required.

Water Beds: Water beds are not permitted in any units.

Water Heaters: Category I. Owners shall replace any water heater in their unit that is beyond the life of the water heater as specified by the manufacturer. A leak detector & flood stop valve is required for all water heaters which are not tankless. Contact the Property Manager's office for more information. Should any Owner fail to comply, and such non-compliance results in damage to their unit, any other unit, or the common elements, that Owner shall be held responsible for any costs incurred, even if their insurance policy fails to pertain.

Window Grills/Gates: Category II. A gate or grill may be installed outside a unit's breezeway window. Contact the Property Manager's office for the approved style and specifications for installation. The window gates and grills are to be painted Oxford Brown, Rodda #28210. Note: Some pre-1975 door gates at APTCA are not of the approved design, and were grandfathered in. All new installations must be of the approved design.

Windscreens (Terrace): Category I. Owners may attach to the inside surface of terrace railings black or dark brown mesh screens that allow wind to pass through the screen and are attached to the railings by cable ties. Owners shall remove and re-install anything attached to the railings as necessary for painting or other maintenance of the railings.

**American Plaza Towers Condominium Association
Redecorating and Remodeling Requirements**

CATEGORIES

CATEGORY I - Category I work is defined as follows:

- **Interior Surfaces:** Replacement of carpeting, window treatments, mirrors, and other wall covering. Painting, whether requiring an outside contractor or not. Installation, replacement, or modification to storm windows installed inside the unit on the interior windowsill.
- **Interior Appliances/Fixtures:** Replacement of appliances, sinks, plumbing faucets/fixtures, bathroom fixtures, and water heaters.
- **Interior Utilities:** Interior lighting, electrical work, and plumbing work that does not require carpentry or modification to common elements.
- **Terrace/Balcony:** Installation of flagpole, windscreen, satellite dish, or antenna.
- **Elevator Breezeway:** Replacement, painting, or modification of your unit door, screen door, or door gate; or installation of a door gate outside your unit door that will not enclose a doorway alcove.

Category I work can proceed as follows:

1. Complete and submit the Application for Remodeling, indicating Category I, at least 72 hours prior to your anticipated start date. The application informs the Property Manager of the scope of work.
2. Obtain specifications for replacement or additions from the Property Manager, if necessary.
3. Proceed with the work in a timely manner. Every effort must be made not to inconvenience other condominium users.

CATEGORY II - Category II work is defined as follows:

- **Interior:** Installation or replacement of any non-carpet flooring, including cork, hard wood, etc.
- **Interior Appliances/Fixtures:** Replacement or installation of shower pans which have waterproofing membranes, or converting from a tub to a shower. Replacement fireplaces.
- **Terrace/Balcony:** Replacement or addition of sunshade or awning, air conditioning or heat pump unit, storm doors, storm windows, flooring (tile/carpet/etc.), or a vent (Lincoln Tower only),
- **Common Elements:** (Elevator Breezeways): Replacement or addition of storm/noise abatement windows, button doorbell, door entry light, screen door, a vent (Lincoln Tower only), or a window grill/gate on the elevator breezeway, or installation of a door gate outside your unit door that will enclose a doorway alcove. (Garage Units): Installation of bicycle rack on common wall contiguous to garage unit.

Category II approval procedures are as follows:

1. Complete and submit the Application for Remodeling, indicating Category II, at least 7 days prior to your anticipated start date. The application informs the Property manager of the scope of the work and requests approval.
2. Obtain specifications for replacement or additions from the Property Manager, if necessary.
3. Obtain approval from the Property Manager prior to proceeding with work.
4. Proceed with the work in a timely manner. Every effort must be made not to inconvenience other condominium users.

**American Plaza Towers Condominium Association
Redecorating and Remodeling Requirements**

CATEGORY III - Category III work is defined as follows:

- **Interior:** Carpentry work, including addition or removal of interior walls. New interior cabinetry.
- **Common Elements:** Any work that requires modification of the common elements, requires cutting into a wall to install or replace wire or pipes, common wall/ceiling/floor alterations, or any work that could have a potential impact on the building appearance, structural and/or architectural integrity.

Category III approval procedures are as follows:

1. Complete and submit the Application for Remodeling, indicating Category III, at least 30 days prior to your anticipated start date. Provide drawings or other information as requested by the Remodel Review Committee or Board of Directors, at the Owner's expense. The application informs the Property Manager of the scope of work, who shall forward the application to the Remodel Review Committee for approval.
2. Obtain Remodel Review Committee or Board of Directors approval prior to proceeding with work.
3. Owner shall obtain all permits required by governmental authorities in advance of starting work.
4. Proceed with the work in a timely manner. Every effort must be made not to inconvenience other condominium users.

**American Plaza Towers Condominium Association
Redecorating and Remodeling Requirements**

CONTRACTOR REGULATIONS

1. Contractors/service people can avoid problems by contacting the Property Manager's office to schedule a project orientation.
2. Contractors shall provide to the Property Manager's office their CCB license number and an Insurance Certificate; the certificate needs to have the following information within the certificate holder section, as well as being listed as the additional insured:

American Plaza Towers Condominium Association
2211 SW First Avenue, Suite 1805
Portland, OR 97201

3. Working hours are 8:00 AM to 5:00 PM, Monday through Friday. No remodeling work is allowed on weekends or the following holidays, except of an emergency nature:

New Year's Day (Jan. 1)	Rosh Hashanah (1 day; varies Sept. 5–Oct. 5)
Martin Luther King Jr. Day (3rd Mon. in Jan.)	Thanksgiving Day (last Thu. in Nov.)
President's Day (3rd Mon. in Feb.)	Day after Thanksgiving (last Fri. in Nov.)
Easter (varies Mar. 22–Apr. 25)	Christmas Eve (Dec. 24 after 12 noon)
Memorial Day (last Mon. in May)	Christmas Day (Dec. 25)
Independence Day (4th of July)	New Year's Eve (Dec. 31 after 12 noon)
Labor Day (1st Mon. in Sept.)	

4. Contractors/service people, their equipment and materials shall use the tradesmen's entrances and are not allowed access via the lobbies. It is the Owner's responsibility to let service personnel into their building unless the freight gate needs to be opened.
5. If delivery of materials or equipment necessitates the opening of the freight gate and/or the extended use of the freight elevator, it shall be scheduled at least 24 hours in advance with the Property Manager's office.
6. Contractors/service people must check in with the concierge daily upon arrival and receive a parking pass. Contractors/service people can park their vehicles in the loading zones only while actually loading or unloading. Parking during the balance of work is in guest parking areas only on a first-come, first-served basis. Contractor vehicles may only park Monday-Friday, 7:30 A.M. – 5:30 P.M., even with a guest parking permit.
7. All equipment and materials (except hand tools) shall be delivered via the freight elevator, which will be padded and placed on independent service by the Property Manager with 24 hour notice by Owner or contractors.
8. Contractors/service people are required to clean all common areas (i.e. elevators, breezeways, etc.) of trash, dirt, dust, etc. caused by their work. This work shall be done as needed, but no less than once a day by 5:00 PM.
9. Contractors/service people must remove all their work debris from the property (i.e. sheetrock, carpet, etc.), providing their own dump box, if necessary. (The Property Manager's office must be contacted as to its location.) No construction debris is to be placed in the garbage chutes or rooms.
10. Power equipment may not be used in the breezeways nor can materials be stored in the breezeways. All cutting, sawing, materials, etc. are to be used or stored inside the unit.

(OVER)

**American Plaza Towers Condominium Association
Redecorating and Remodeling Requirements**

11. If the work to be performed requires modification to plumbing or electrical such that any wall must be penetrated in order to modify or replace pipes or wires, or may affect the structural integrity of the unit, the contractor/service person is required to contact the Property Manager's office for approval. Even with approval, permitted penetration maximums are 1" into ceilings/floors and 2" into common-element walls.
12. If the water must be shut off, it shall be for a maximum time of one (1) hour, during which time it is expected that shut-off valves be installed to isolate the unit being serviced and thereby eliminate the need for additional building water shut offs. Contact the Property Manager's office at least 48 hours in advance to schedule a water shut off.
13. Contractors/service people are to provide for first aid and safe working conditions. They are to provide all tools necessary, as the Association cannot loan its tools or equipment.
14. Contractors/service people shall properly vent the unit if using materials that may cause noxious fumes or odors, and shall notify the Property Manager's office at least 72 hours in advance of its use so that neighbors can be notified.
15. If any potentially hazardous materials or products will be used, including materials containing volatile organic compounds (VOCs), the appropriate MSDS documentation must be provided to the Property Manager's office at least 48 hours in advance. The Association is required to notify all residents accordingly so that they may take appropriate precautions. The Owner and contractor(s) are ultimately responsible for ensuring that required safeguards are implemented to both protect the installer from potential risks from such materials or products as well as to mitigate any adverse conditions and health risks to other residents.
16. Contractors/service people shall notify the Property Manager's office at least 48 hours in advance of any loud/noisy work so that neighbors can be notified.
17. Contractors/service people shall keep the Property Manager's office updated as to specific schedules for work, especially those which may emit fumes, odors, or noise.
18. **Asbestos Hazard:** The "popcorn" on the ceilings in the Lincoln and Grant towers contains 10-15% asbestos fibers. (There was none found in Madison.) Cutting or drilling into a ceiling covered in popcorn requires Remodel Review Committee or Board of Director approval. Oregon Department of Environmental Quality (DEQ) can provide regulations concerning penetration of materials containing asbestos. All applicable laws governing working with asbestos must be followed. (Plumbing insulation used on the elbows in APTCA towers has not tested positive for asbestos.)
19. **Post-Tension Cables:** The building contains post-tension cables in each floor/ceiling, under extremely high tension. Sawing, cutting, coring, or drilling into the post-tension cables (floor/ceiling) can cause serious injury or death. In no event shall any owner, or any agent, employee, permittee, or licensee of any owner bore, drill or penetrate into, in any way, the concrete slabs (floor/ceiling) without the prior written consent of the Remodel Review Committee or Board of Directors.

NOTE: It is to the benefit of all parties concerned that the Property Manager, Owner, and contractor all work together. Please call the Property Manager's office with any questions.

Property Manager Contact Information

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