

**22 STATION OWNERS ASSOCIATION, INC.**  
**UNIT RENOVATION/ALTERATION PROCEDURE/SUBMISSION FORM**

**Background**

Owners may improve or alter any improvements within the interior boundaries of their Unit provided that they do not impair the structural or acoustical integrity of any Common Area, any utilities or other systems servicing any portion of the Unit or any other Unit. (Section 10.06(e) of CCRs)

**Procedure**

To enable the 22 Station Board of Directors (Directors) to confirm compliance with the above, owner(s) wishing to renovate their unit(s) must submit to Directors:

- Completed Renovation/Alteration Form
- Proposed Renovation/Alteration Plans and Specifications
- Samples and/or brochures for any flooring changes, if applicable
- Proposed Commencement Date & Completion Date

Examples of renovations/alterations that require Board approval are:

- Installation of Hardwood Flooring
- Installation or Renovation of Tile/Slate Flooring
- Installation of Carpeting
- Renovation/Alteration pertaining to Electrical
- Renovation/Alteration pertaining to Plumbing
- Removal off door(s), walls, etc.

*Note: For flooring changes, flooring systems (subfloor, underlayment and flooring) must have an IIC (Impact Insulation Class) rating of >70.*

\*A renovation that involves modification to any common areas owned by 22 Station Owners Association, may necessitate the owner(s) to execute a Construction and Maintenance Agreement with the 22 Station Owners Association.

The Board will forward notification of approval or disapproval. Approval notification will include

- Conditions of Approval, if any
- Commencement Date
- Completion Date
- Days of Operation
- Hours of Operation

### Insurance

Evidence of Insurance must be provided to the Property Manager prior to commencement of work. Owner(s)'s contractor shall carry the following occurrence base Comprehensive General Liability or Commercial General Liability. Limits of liability for shall be:

#### Comprehensive General Liability

Not less than combined single limit for bodily injury, property damage and personal injury liability of \$1,000,000 each occurrence and \$1,000,000 aggregate.

#### Commercial General Liability, not less than:

- \$1,000,000 each occurrence (combined single limit of bodily injury and property damage)
- \$1,000,000 for personal injury liability
- \$1,000,000 aggregate for products completed operations
- \$1,000,000 general aggregate

Also required by Owner's contractor:

- Comprehensive Automobile Insurance Policy @ \$1M
- Worker's Compensation Insurance Policy @ \$1M

Any additions or changes (tenant improvements and betterments) made to any unit are not covered by the 22 Station Owners Association's insurance. In the event of catastrophe, the unit will be replaced as built. Coverage for any improvements or betterments is to be included in individual owner(s)'s personal insurance policy.

### Additional Insured/Certificates of Insurance

22 Station Owners Association- PO Box 2635, Olympic Valley, CA 96146

Squaw Valley Hospitality (22 Station's Prop. Mgr.) PO Box 2025, Olympic Valley, CA

Squaw Village Neighbourhood Company- PO Box 3735, Olympic Valley, CA 96146

### Required Permits

It is the owner's responsibility to obtain required city and/or county building permits and any costs associated with the permits shall be borne by the owner(s) of the unit.

### Construction Materials/ Debris

- Owner(s) and/or Contractor will not store any construction material, tools, furniture, etc., within any common area(s) of 22 Station Association's building(s), including the P1 garage area.
- Owner(s) and/or Contractor will remove any and all construction debris from the property at their expense and will not utilize residential or commercial dumpsters for trash or cardboard associated with the project.
- Contractor will be responsible for keeping common area hallways, elevators, garage, etc. clean of any construction material being used. Should SVH housekeeping or SVNC (for garage areas) need to perform additional clean-up, homeowner will be notified and charged accordingly.

### Construction Parking

Owner(s) and/or contractors are limited to one unassigned parking space within the P1 garage area and will display a valid Owner or temporary parking permit so that we can identify all vehicles. During non peak periods, Owner(s) and/or Contractors may request access to an additional parking space if needed.

### Construction Costs

- The cost of construction for the renovation shall be borne by the owner(s) of the unit.

Timeframes allowed for construction

- September 1 thru November 15
- April 15 thru June 15
- Between the hours of 9am-5pm, Monday-Friday
- No construction during holiday time periods
- No construction allowed on weekends
- ***Construction noise not to impact owner(s) and/or guest(s)...***

*\*Exceptions will be made on a case by case basis*

Owner/Unit #: \_\_\_\_\_  
Print name

Owner: \_\_\_\_\_  
Signature/Date

Contractor: \_\_\_\_\_  
Print name

Contractor: \_\_\_\_\_  
Signature/Date

**22 STATION OWNERS ASSOCIATION, INC.**  
**ARCHITECTURAL COMMITTEE APPLICATION**

Owner \_\_\_\_\_

Address \_\_\_\_\_ Unit # \_\_\_\_\_

Date \_\_\_\_\_ Phone # \_\_\_\_\_

(PLEASE PROVIDE SAMPLES AND BROCHURES FOR ANY FLOORING CHANGES)

Submittal to the Architectural Committee, along with plans, for permission to:

DECISION

( ) Approved

( ) Disapproved

( ) Approved, subject to the following conditions in attached letter.

By \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

*P.O. Box 2635; Olympic Valley, CA96146 \* Phone: 530-584-6232; fax: 530 584-6290*