



UNIT MAINTENANCE AND RENOVATION GUIDELINES

The following document provides guidelines to be followed by vendors and contractors at Adeste Condominiums (“Adeste”). These guidelines are designed to protect the aesthetics of the community, the safety and soundness of the units, and the comfort of all homeowners. Owners should provide all vendors and contractors these guidelines prior to the commencement of any maintenance or renovation work.

1. All vendors or contractors working at Adeste must be **properly licensed and insured**.
2. The **Adeste Parking Policy applies to all vendors and contractors**. As such, whenever possible, vendors should first park within the relevant unit’s garage and subsequently in the spaces immediately outside of the unit’s garage doors (e.g., along Pilgrims Path for units 4945-4969) prior to using the guest parking in the courtyard.
3. **The Property Manager should be informed in advance of any major maintenance or renovation work** to ensure proper procedures are followed. The Property Manager does not need to be informed of minor or routine work including A/C services, interior plumbing, electrical repairs, appliance or pool equipment replacement, etc.
4. Except in the case of emergency and to minimize disturbance to other residents, **maintenance and renovations should only be completed between the hours of 8am and 5pm, Monday - Friday**. Vendors and contractors may work on the interior of a unit on evenings and weekends provided only “quiet work” (i.e., work that cannot be heard or seen from outside or from inside neighboring units) is conducted. If a vendor or contractor needs to complete anything other than “quiet work” outside of the approved hours, the Property Manager should be contacted for approval and neighboring residents should be informed.
5. Except in the event of a complete loss of A/C functionality, **at least 48 hours advanced notice should be provided to the Property Manager if a unit’s A/C condenser will be replaced** given the need for a crane in the courtyard. This provides ample time for Adeste residents to be informed.
6. Except in the event of an emergency, **at least 24 hours advanced notice must be provided to the Property Manager for any plumbing repairs that require the community’s water to be shut off**. Only the Property Manager and other authorized representatives of the Association may shut off the community’s water supply and water should be shut off between 11am and 4pm to minimize resident impact.
7. Common areas should not be altered, damaged, or dirtied while maintenance or renovation work is in progress. **Any dirtying of common areas should be cleaned at the end of each work day**.
8. **All work should be staged and completed inside the boundaries of the unit**. Equipment and materials (including portable dumpsters) must be stored inside of the unit. If there is a reason why this is not possible, the Property Manager should be contacted in advance.

9. **Advanced approval by the Board of Directors is required if any of the following changes are planned.** The Property Manager will provide the homeowner with guidance on the approval process.
- a. Changes to the appearance of a unit which are visible from the exterior of the unit (e.g., changes to screens, awnings, front doors including hardware);
 - b. Changes to the structure of the unit that may impact the safety and soundness of the unit or adjacent units (e.g., changes to load bearing or boundary walls); and
 - c. Changes to utility lines (e.g., gas, electric) running within a common or limited common area.
10. Certain visible changes may be made to the exterior of the units without prior Board approval:
- a. **Awnings** that are visible from the exterior of the unit (i.e., on the second floor of the patio) must be constructed of either black or terra cotta fabric. No patterned fabrics are permitted. The shape, size and style of the awnings must remain consistent with those originally installed. To limit the impact of direct sunlight on several west-facing balconies, drop screens may be installed on the awnings so long as the color of the drop screen is not materially different from that of the building walls.
 - b. **Front doors** may be refinished using Minwax Wood Finish in Dark Walnut (#2716). Front door hardware must be of the same style as currently installed (i.e., long handleset with separate lock) but may be any of the standard finishes (i.e., brass, nickel, chrome, bronze, black). Kick plates are optional but must be of the same finish as the door's handleset.