

Remodeling, Renovation and Appliance Guidelines

3750 N Lake Shore Drive Inc

Any alterations that involve a Building Element require House Committee review and Board approval; these include but are not limited to: brick façade; external front and back doors; electrical services; elevators; fireplaces; fire escapes; fire stairs; flooring (wood or tile); front and back elevator foyers; laundry room; plumbing lines; pillars; stairways; storage rooms; tiles on walls, walls; windows; window trim, window sills. The following appliances may not be installed without review and approval: air conditioning units (central or external window unit), stove, washing machine and or clothes dryer.

- ◆ Work may not start until the application has been approved by the Board
- ◆ Replacement of an existing appliance may proceed with House Committee review
- ◆ Work may not encroach into common areas.
- ◆ All applications must include a description & diagram indicating the location of the work.
- ◆ All applications must be reviewed by the Building Engineer.
- ◆ Contractors must provide a Certificate of Insurance to the Receiving Room.
- ◆ Additional work or alterations to approved plans must be reviewed and approved.

Decorative repairs or upgrades: Cosmetic changes such as painting, wallpapering, and carpet installation are permitted without House Committee approval. The Building Engineer must be notified of the changes prior to project start.

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- ◆ Work may not encroach into common areas.
- ◆ All applications must include a description & diagram indicating the location of the work.
- ◆ Contractors must provide a Certificate of Insurance to the Receiving Room.
- ◆ Additional work or alterations to approved plans must be reviewed accordingly.

The purpose of review prior to upgrades is to allow necessary engineering work or repair to be performed prior to the upgrades. When any engineering work is performed within a unit, 3750 Inc, is responsible for closing opened walls or floors. Restoration is limited to plaster and paint primer on walls and replacement of floorboards.

Requirements: Before remodeling or renovating an apartment, whether a contractor has been hired or the Shareholder is serving as his/her own contractor, the Shareholder must inform the Management of the proposed project. Management serves as liaison between the Shareholder and the House Committee. All rules as stated herein and in the Proprietary Lease and By-Laws must be observed. All municipal codes must be observed. Licensed and bonded personnel must perform all electrical circuit changes, and/or plumbing. All projects must include an estimated start and end date, as well as a project schedule. The project must start within 180 days of project approval. As a courtesy to neighbors, all projects must be completed within a reasonable time period.

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1. Approval of the Board of Directors is required before work can begin on any project that would alter the building's integral structure, exterior appearance, plumbing, electrical wiring, unit's total electrical power consumption, flooring, or windows, or if any modification would potentially have a deleterious impact on the Shareholder's neighbors. This includes the installation of air-conditioner units. No work or equipment installation expressly prohibited in the By-Laws, Proprietary Lease or House Rules shall be approved.
2. Management must be notified if the shareholder intends to hire an outside contractor and when the contractor requires entry to the building. The primary contractor must provide a \$1,000,000 Certificate for general liability and combined single limit for property damage and bodily injury. A certificate of workers compensation insurance is a prerequisite for access to the building.
3. The Shareholder is responsible for adhering to all applicable rules. Work found not in compliance shall be corrected at the Shareholder's expense.

Approval: The House and Infrastructure Committees have the authority and responsibility to review and approve or disprove requests for remodeling, renovation projects and appliance installation.

Architectural Review: 3750 Inc shall hire an independent architect on a case by case basis on projects determined by the House Committee (after the House Committee reviews the proposed plans, and they feel this is beyond their ability as volunteers or the employees of the Corporation to assess). The architect's service may include the review of the plans, plus an on-site review/inspection, or multiple on-site visits to evaluate many elements of the building that may be being impacted by the project and/or assess the progress of the project. The Shareholder shall be responsible for all associated costs for this review. The architect shall comply with Rules and Regulations of 3750, Inc.

Application: Prior to the commencement of work the Shareholder shall submit the following:

1. A detailed description of the work and the name of any outside contractor(s)
2. Drawings/ Plans of the proposed work
3. A project schedule with the start date, proposed completion date
4. A signed Remodeling, Renovation Appliance Installation Agreement
5. A signed Mechanic's Lien Waiver (Shareholder only)
6. Contractor Accord Certificate of Insurance including Workers Compensation

Applications are to be submitted to the Receiving Room at least 5 days prior to the next House Committee meeting. Incomplete applications will not be reviewed. Shareholders will be notified if an application is incomplete. The Building Engineer will review the application. The House Committee will only review applications that have been reviewed and approved by the Building

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Engineer. The House and Infrastructure Committees meet monthly. The Board will be notified of applications that obtain House and Infrastructure Committee approval at the next scheduled Board meeting. The House Committee will notify a shareholder if an application fails to obtain approval and will state the remaining requirements for approval. Major remodeling such as structural changes, or the installation of a central air conditioning unit, may require consultation with an architect / structural engineer approved by the Building and will also require Board approval. Costs for consultation will be charged to the Shareholder. The shareholder will be notified once the application is approved. A copy of the application will be kept in the Receiving Room.

No contractor will be permitted on the premises until the application has been approved.

General Guidelines and Restrictions: Any change to the plumbing or electrical systems is subject to inspection by building management before the walls are closed. Main-line water, heating, or power interruptions are handled by the building staff, and must be scheduled through the Receiving Room to allow sufficient time to give other Shareholders advance notice. All plumbing work, electrical wiring and re-circuiting must be performed by licensed personnel and meet applicable city codes.

Electrical: The building provides 100-amp electrical service. The Board reserves the right to restrict the addition of high-consumption appliances.

Plumbing: During the course of the renovation the building has the right to open walls to inspect plumbing lines. If there is substantially corroded supply, drain, waste, vent riser piping, steam branch lines and fittings, and steam traps as determined by the Building Engineer or architectural engineering consultant engaged by the Corporation, lines will need to be replaced. Management will work with the Building Engineer to define the scope of the requirement. Riser piping shall be replaced and paid for by the Corporation. Such replacement shall include an access panel near the floor or ceiling level to facilitate access to the risers. Original horizontal risers shall be inspected by the Building Engineer or architectural engineering consultant engaged by the Corporation. Upon inspection, if the original horizontal pipe is found to be damaged the Corporation will repair or replace the horizontal pipe. **Installation of a garbage disposal in any apartment is expressly prohibited.**

Ventilation: Elimination of kitchen or bath ventilation tied to the building exhaust shaft is prohibited. No new exhaust duct shall discharge to the exterior through an existing window, transom, light shaft or the building façade. If this condition currently exists, it must be removed and repaired under the direction and approval of the Building Engineer as part of the project scope of work. Any mold, mildew, fungus, or environmental hazard (including cooking grease build-up) must be abated as part of the project scope of work.

- *Kitchen* – Recirculating hoods are not permitted. Combination microwave/exhaust fans

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are permitted as long as they are of the type allowing a rigid duct connection to the exhaust shaft. A new direct vent fan with damper attached to the shaft is permitted (similar to the original switch controlled exhaust fan). New kitchen exhaust hoods/fans will be sized to perform in accordance with the range manufacturer guidelines. A detailed specification and installation sheet, prepared by the manufacturer, must be included with the application. A diagram will be submitted showing the mounting and connection of the ventilation hood to the building exhaust shaft and must comply with the specifications outlined by the manufacturer. Existing ductwork is not permitted to be re-used. If hood is not equipped with a backdraft damper, one must be installed at the duct connection to the exhaust shaft. Flex duct is not permitted to be used at any time. The Building Engineer must sign off on all duct installation before wall close-in is permitted.

It is the responsibility of the shareholder to run the exhaust hood to remove moisture, grease and cooking odor preventing its migration through the building. Read and follow manufacturer operating instructions including running the exhaust fan for the recommended period of time after the range is turned off.

- *Bath* – Existing vents tied to the building bath exhaust shaft are permitted to remain as long as they are verified clean and in operable condition by the Building Engineer. Please note on detailed description of work “Existing bath exhaust to remain pending Building Engineer’s approval”. New fans must be attached to the bath exhaust shaft in accordance with manufacturer’s specifications. A detailed manufacturer’s specification sheet must be submitted. A diagram or written description detailing connection to the building exhaust shaft must be submitted that complies with the specifications outlined by the manufacturer. New or existing means of ventilation to the exhaust shaft must be noted on the application. Elimination of bath exhaust is prohibited.

Framing: Only metal studs and fire retardant wood framing is permitted in accordance with the jurisdiction having authority. The Building engineer will inspect structural work as necessary. Any work that does not meet the required standard must be removed and replaced and at the Shareholder’s expense.

Wood floor finishes: Shall be water based LOW odor. The application of oil based finishes or water based finishes that are not low odor are not permitted.

Debris: It is the responsibility of the contractor to remove all remodeling and construction debris from the premises. When purchasing a new appliance, the Shareholder shall include in the delivery agreement the removal of the old appliance. When a Shareholder acts as his/her own contractor, he/she must make arrangements for the prompt removal of all construction debris and other large items, e.g., cabinets, radiators, pipes, carpeting, sinks, bathtubs, toilets, plaster, flooring, etc. Debris or appliances may not be stacked in the service hallway. A dumpster may be

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ordered however it cannot be located in the west alleyway and requires city permit. A truck hired for debris removal may be parked at the loading dock while debris and construction material is loaded however it may not be left unattended. The Shareholder / Contractor shall sweep / vacuum / mop the service hall daily or when dust/ debris infiltrates the area. Construction debris or appliance generated by Shareholder remodeling and renovations may not be placed in the building's dumpsters and trash containers for disposal by the building

Working Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday, and 8:00 a.m. to 2:00 p.m. on Saturday. Saturday work shall be limited to work which does not generate noise. Work hours have a twofold purpose: 1) To maintain the security of the building and 2) Consideration for 3750 Residents. To accommodate extenuating circumstances during the week, work of a restricted nature may be extended into the evening hours with pre-authorization from Management.

Agents or employees of contractors whose primary job is to estimate the cost of a project may be permitted to enter a Shareholder's unit by appointment only. Under no circumstances shall such agents be permitted to do remodeling and/or restoration work without prior approval.

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Certificate of Insurance: All contractors must submit a current Certificates of Insurance: \$1,000,000 for general liability and combined single limit for property damage and bodily injury and workers compensation insurance \$500,000.

Commercial General Liability

Each Occurrence Limit \$1,000,000

General Aggregate Limit \$2,000,000

Worker's Compensation

Bodily Injury by Accident \$500,000 Each Accident

Bodily Injury by Disease \$500,000 Policy Limit

Bodily Injury by Disease \$500,000 Each Employee

Additional Certificate Holder

3750 Lake Shore Drive, Inc.

3750 N. Lake Shore Drive

Chicago, IL 60613

Additional Insured Clause

3750 Lake Shore Drive, Inc. & FirstService Residential.

There shall be a notation that the Corporation will be notified if the agent or the company cancels the insurance. The certificate must be in the Receiving Room before any work begins.

Additional information regarding the certificate of insurance can be obtained from the Receiving Room. 773.248.3750. ext. 1.

Permits: All permits are the responsibility of the Shareholder.

It is the responsibility of Shareholders to acquaint contractors with the previously stated requirements. Shareholders shall be responsible for any damage done by workers employed by them, their contractors, subcontractors, agents and/or themselves to common areas, building elements, limited building elements, or other apartments.

All service providers and their employees will become agents of the Shareholder and will be obligated to abide by all of the pertinent rules and regulations governing activities connected with remodeling and renovation projects. If contractors, subcontractors or other agents are found to be in violation of the rules, the Shareholder will be subject to penalties.

Unauthorized Work: If a Shareholder fails to adhere to the specifications in the approved plans, the Board of Directors may require the said work to be done in compliance, and shall charge the shareholder for the costs thereof. Should a Shareholder without prior approval of the House and Infrastructure Committees and Board of Directors (if applicable) make alterations, the Board of Directors may require the Shareholder to remove the alteration or improvement, and restore the apartment and/or building element to its original condition, at the Shareholder's expense.