

CONSTRUCTION RULES

- A) Before any construction work starts in your unit, a prior written consent from the HOA is required. (Article III, #14) Construction includes, and not limited to, any major/minor repairs/renovations structurally, electrically, or involving plumbing, carpeting/flooring, and installing/repairing air conditioning, satellites or cable TV.
- B) A ruling was passed by the Board on Feb. 27, 2003 and May 22, 2003, that a construction can only be done on Mondays thru Fridays, between 8:00am and 5:00pm, excluding Holidays.
- C) All the Construction Review Forms should be reviewed and followed, and completed and submitted to the Manager as required, to obtain an approval **prior** to the start of any construction.
- D) As necessary, the CC&R / By-Laws should be referred to and followed. Access cards shall not be given to vendors, realtors, contractors, etc. (Feb. 26, 2015 Minutes)
- E) All vendors, contractors, etc. must use the elevators #1 or #3 only. (elevators #2 and #4 are for passengers only)
- F) A deposit of \$500.00 will be required from all vendors and/or contractors, and will be refunded if no damages, and cleaned completely. After 5pm, \$25.00 penalty will be charged hourly. (Approved on Aug. 25, 2016)
- G) Residents are required to place plastic covers on hallway, elevator, and lobby floors.

**Deposit of \$500.00 received from _____

Date received _____

Manager's Signature _____

TOKYO VILLA HOA, Inc.

Construction Review Form

Please allow a minimum of ten (10) business days from submitting the form until notice of approval. Submitting an incomplete form will delay the review process.

Unit #: _____

Date submitted: _____

Owner(s)/Agents for Owner (please print)

E-mail: _____

Cel: _____

Alt. Phone: _____

Contractor (please print)

License #

E-mail: _____

Cel: _____

Address

Alt. Phone: _____

City

State

Zip

Description of ALL proposed work (attach additional pages, if needed):

Anticipated Start Date: _____ Expected Completion of job: _____

Dear Homeowner: By submitting this form you understand and agree that, per Tokyo Villa Homeowners Declaration (CC&Rs) and/or Bylaws, the HOA or its agents reserve the right to enter upon the property for the purpose of reviewing the work to determine its effect on the common elements of the building (Article II). This form may be amended without prior notice.

Tokyo Villa is a Common Interest Development therefore there are common elements within each unit. The purpose of this form is to help minimize damage and nuisance to the building and the unit owners while protecting the integrity of Tokyo Villa and its condominium ownership.

You are very strongly urged to use the proper contractors, provide insurance certificates and secure permits as needed in order to protect yourself and fellow owners from liability. A copy of all required licenses, insurances, and permits must be submitted with this form. No work may start until approval from the Board is granted, denoted by two signatures. Owner's signature denotes intent to abide by Regulations and acceptance of responsibility for damage to common areas.

Signature of owner's agent if applicable: _____ Date: _____

Signature of Owner: _____ Date: _____

Board approval: _____ Date: _____

Board approval: _____ Date: _____

Manager: _____ Date: _____