



## Unit Remodeling, Renovations and Upgrades Owner & Contractor Rules and Regulations Agreement – Review & Sign

Congratulations on your decision to improve the value of your unit. Many owners remodel or make improvements, and all are asked to comply with RH policies. To protect and maintain the integrity, safety and value of Regency House, a 60+ year old building, and minimize disruption to other owners, please read and abide by these rules and regulations.

You are requested to clearly describe your planned project in this document (see the Project Detail and Signature pages at the back of this packet). Approval is required from building management and RH board in order to proceed as planned.

The **signed** documents must be received in the Regency House office at least 14 days prior to project start date, in order to progress forward.

### About Milwaukee Building Codes

- The City of Milwaukee Neighborhood Services Department has designated Regency House as a commercial building.
- The City of Milwaukee adopts the State of Wisconsin Building Code for Residential and Commercial Structures. (A digital copy is available on the Wisconsin Department of Safety and Professional Services website.)
- As a result, certain renovation work done in privately owned units is subject to City of Milwaukee building codes, permitting, and specific contractor licenses.
- RHCA requires all owners and contractors to abide by all State of Wisconsin and City of Milwaukee codes, permitting, and licensing. We do not sanction work that does not meet these requirements.

### RH Fees & Deposits

**A \$50 contractor fee and a \$500 damage deposit is required for Level 1 projects.**  
**A \$200 contractor fee and \$1000 damage deposit is required for Level 2 projects.**  
Fees and deposits are required in advance prior to commencement of project.

## Your Project Scope – Level 1 or Level 2?

Remodeling, renovations and upgrades are classified as either **Level 1** or **Level 2**

**Level 1 – Minor alterations, deliveries, installs. \$50 Project Fee. \$500 Damage Deposit.**

**Minimum 48 hour (2 business days) advance notice to management office prior to project start date. No city permit required. 30 day maximum project duration. Owners may work on Level 1 projects with no General Contractor.**

Level 1 includes **removing or replacing** existing building materials, elements, equipment or fixtures and then adding new materials, elements, equipment or fixtures that serve the same purpose, or by adding nothing at all. If these items below are not part of a larger planned renovation, Level 1 policies apply to you. See list below:

- \*Appliances – (dishwashers, dryers, ovens, microwaves, ranges, refrigerators/freezers, washing machines). **There is no charge and no deposit for simple delivery** of single appliance which does not require 'technical' installation. Appliance deliveries requiring full installation or connection to water lines, venting, carpentry, etc, or delivery/hook up of multiple appliances, will require the \$50 Level 1 Contractor fee and \$500 Deposit. **\*\*\*water line installs for dishwasher, fridge/freezer, washing machine must use copper or PEX only.** Dryer installs require 220 outlet; if new outlet is needed, electrical permit is required. Please pick up your Appliance Installations form in the management office.
- Cabinetry- install or remove, same footprint
- Carpeting and Flooring install or removal. All hard surface flooring must be installed over a sound-deadening barrier to limit sound transfer to the unit below. \*\*note: extensive floor work (sanding, drilling, etc) may fall into Level 2 category.
- Ceiling fans or light fixtures
- Closet organizing systems
- Interior doors
- Painting, wall tiling, Wallpaper
- Replacing/setting standard toilet
- Skim coating – ceilings and walls
  
- **DIY Owners:** All rules, regulations, fees and fines in this agreement apply equally to do-it-yourselfers (DIY) for **Level 1 projects** as they do to contractors.
- Level 1 work does not require a General Contractor (GC), and can be completed by owner.
- DIY owners will need to contact manager's office if project is longer than 30 days to provide a status and timeline update on the project.
- **No weekend or holiday remodel work permitted by contractors or owners**

**Level 2 -Larger renovations and construction. \$200 Project Fee. \$1000 Damage Deposit.** Minimum 14-Day advance notice to management office prior to project start date. City Permits required. General Contractor is required on Level 2 projects. Professional plans/drawings required for all demolition and reconstruction.

Level 2 entails making any alterations to the following elements:

- Asbestos abatement
- Combining units

- Demolition
- Drywalling ceilings. Contractors must notify the General Manager prior to hanging drywall and closing up elements. Contractor will be required to reopen areas if proper notice was not given and inspection was not done. Studs must be metal or fire rated lumber and comply with high-rise building code.
- Electrical work – adding new or advanced fixtures, wiring, speakers, etc
- Installing stone surfaces
- Adding, removing, cutting into partitions or walls
- Plumbing lines and fixtures, or adding/changing tubs, bidets, faucets, sinks, showers.
- Vent shafts cannot be blocked and must be brought up to current city code (fire dampers are now required on exhaust fans running to the vent shaft).
- Owners doing level 2 work without a General Contractor are subject to violation fines.

### **IMPORTANT INFORMATION – PLEASE READ CLOSELY**

**The single most important thing owners need to do for Level 2 projects is to apply for permits well in advance of the desired start date.**

**Work is not allowed to begin on any Level 2 project until all required permits have been submitted to the Office and are posted on the entry door of the unit.**

**Plan well enough in advance to secure your required permits.**

### **Project Duration and Time Limits – Level 2**

The owner and contractor will be asked to provide an estimated timeline for the project. While RHCA understands the many variables that can affect project completion, an estimated, reasonable timeline will be agreed upon at or before this meeting. Reasonable extension requests will be considered.

If the renovation exceeds initial deadline date stated on the contractor form, a second deadline may be set, however additional project fee is required and fines will be incurred. Six month maximum for entire project may not be exceeded.

The duration of any project MAY NOT exceed a maximum remodel/renovation limit of six months.

After six months, a 'rest period' of three months or more is required before commencing or continuing a project. Each project requires another contractor agreement and another contractor fee.

**Jobs exceeding six months without the required rest will be assessed fines up to \$1,000 per 30 days.**

## Prohibited actions in Level 1 & Level 2 Projects

- Altering (other than encapsulating and/or painting) any part of popcorn ceilings unless performed by a Wisconsin State Certified asbestos abatement contractor
- Trenching into the cement floors
- Altering, cutting, or removing rebar
- Toilet drains may not be moved
- Cutting into cement ceilings or floors more than 1". (Cutting up to 1" to run wires is conditional and must be monitored and inspected by the maintenance manager)
- Relocating or blocking any unit/entry exit doors to the hallway
- Altering, relocating or replacing any common areas such as alarms, detectors, electrical boxes, fan coil units, entry/exit doors including locksets and window hardware
- Exterior painting
- No cutting into common area plumbing stacks
- Painting with oil-based paints
- Altering the appearance (including painting) the sides or undersides of balconies.
- Altering (including painting) unit entry doors or trim that faces the hallways
- Changing or altering door locksets.
- Installing dryers without proper permits, ventilation
- Disposing any construction in the trash chute

The unit owner shall be responsible for the full cost of repairing any damage caused in full or part by prohibited procedures, in addition to a Violation Fine if damage occurred as a result of non-compliance with policies. Chargeable costs may include parts, in-house and contracted labor as needed.

## **Damage Deposit – Level 1 & 2**

A damage deposit of \$500 is required for all Level 1 projects and \$1,000 for all Level 2 projects. Damage deposits should be paid in check form along with the signed Contractor Agreement. Deposit checks will not be cashed unless damage has occurred. This deposit would be applied to any damage incurred by the contractors working in your unit. If there are **obvious** damages to your common hallway, to the elevator surround or to the service entry, the deposit will be applied to repairs. (Tip: Owners should do inspections in their common hallway between their unit and the elevator, to make sure damage is not occurring. **Wallpaper/walls are especially vulnerable.**) RHCA shall have the right to monitor and repair the damage promptly, at the sole cost and expense of the owner. RH will review cameras and scheduled timelines to determine source of any damage.

\*\*\*Violations of rules/regulations/timelines: \$ 250 for each violation\*\*\*

## Pre-Construction Meetings - Owner Requirements – Level 1 & 2

- For both Level 1 and Level 2 projects, owners meet with the General Manager to present the completed contractor agreement and provide preliminary details or project proposal. The GM will provide initial feedback.
- After initial review, the management office will schedule a meeting to discuss the project. **For Level 1 projects**, this meeting may include Owners, the GM, and the Maintenance Supervisor. **For Level 2 projects**, these meetings will occur in the unit and will involve the Owners, the GM, the Maintenance Supervisor and a board member. The GC and additional contractors may also be requested.
- Allow yourself time. Permits and drawings/plans take time, and they must be submitted to the management office at least 14 days prior to commencement .

**Owners will receive swift response concerning approval or disapproval of the project. Modifications or additional information may be required for approval.**

**If approval is granted**, owners shall submit all required permits to the office, and must post copies on the unit entry door. Owners may begin work while carefully pursuing completion by following the projected construction schedule.

**If your project is not approved**, the owner should understand the reason for the denial and may submit revised plans for another review. The RHCA Board decision is final.

## Noise

Please notify the office regarding days your contractors will be generating excessive noise. The office will send out notices in advance to prevent unexpected disturbances. **Loud work** is allowed after 8 am until 4 pm with advance notice. Loud work includes, but is not limited to:

- Coring (cutting into cement)
- Drilling
- Shooting fasteners
- Tacking of carpet pad
- Test of life safety system.
- Use of power tools, hammers, saws or any tool when used can be heard from outside of the unit
- Tub removal
- Cabinet and tile removal
- Wood floor installation or refinishing

## Additional Project Components Requiring Advance Notice

During the project, in addition to noise, owners must also notify the management office at least 24 hours in advance of the following events:

- Drywall hanging prior to required inspection
- Freight Elevator necessary for large delivery or removal.
- Life safety system testing (fire/smoke alarms, etc)
- **Water Shut off in building requires 72 hour (3 day) advance notice.**

## Contractor, Subcontractor & Tradesperson Rules

- All contractors, subcontractors and tradespersons must be bonded and licensed according to the applicable State of Wisconsin and City of Milwaukee laws and regulations. Certificates of Insurance (COIs) must be delivered to management office at least 14 days prior to commencement, for all contractors working in unit.
- During the job, the contractor shall be responsible for the safety of the building, property, owners, residents, employees, and tradespersons and shall protect same as required by law. Doors must not be propped open unattended. Welding, soldering, brazing may not be performed in the building.
- *All existing systems, including but not limited to, electrical, fire protection, mechanical, and plumbing, should be field verified to avoid conflicts with proposed light fixtures, speakers, etc. Location of plumbing fixtures and lines must be respected and approached carefully, to avoid leaks, floods, pressure difficulties in neighboring units.*

## Contractor Work Hours

- 8am – 4pm, Monday thru Friday
- No contractor work on Saturdays, Sundays or any holiday.
- No work during winter holiday season. Restricted hours:
  - Thanksgiving: Beginning Friday before Thanksgiving from 4pm through 8 am on the Monday after Thanksgiving,
  - Christmas: Beginning Friday before Christmas from 4pm through 8 am on the first business day on/after January 2.

## Contractors & Delivery Drivers Entering the Building

- All contractors, tradespersons, and delivery drivers must first sign-in at the front desk when entering and exiting the building.
- After signing in, they will be directed where to go to begin work or to make a delivery to the rear service area. Service area is used for loading and unloading, and for access to the freight elevator.

## Permissible times for deliveries, removals and moves

- Monday – Friday 8 am – 4 pm. (owner or assigned contractor must be present)
- Saturday 8 to noon (owner must be present)
- No Sundays or Holidays
- All deliveries and removals must be scheduled with the Office at least 24 hours or 1 business day in advance. Estimated time windows are acceptable.
- **Moving fee: \$75 moving in or out – Movers will be able to access back service parking for up to 4 hours. 72 hour (3-day) notice required.**

## Delivery Rules & Regulations

- All contractors, tradespersons or delivery personnel must utilize back entry and freight elevator when making deliveries and removals of:
  - Large Appliances
  - Cabinetry, countertops, and vanities
  - Furniture
  - Large materials and products (carpeting, drywall, flooring, tile, etc.)
  - Supplies and tools
  - Construction Debris
- The Owner or contractor must personally supervise the delivery or removal.
- Delivery people must sign-in at the front desk. The front desk attendant will then direct the person(s) to the loading area where they can enter the building to make the delivery or access the freight elevator.
- The Owner shall be responsible for repairs to the common areas caused by delivery or removal activities. Common areas include carpeting, ceiling, door, elevator door, fixture, floor, trim, wall, or wallpaper, elevator or loading area.
- Protective material must be provided by delivery people.
- Back service doors must not be propped open when service area is unattended.
- Owners may bring large items such as furniture pieces into the building on a weekend or holiday, utilizing freight elevator only. The office should be informed in advance if owners will be moving large items on the weekends.

## Elevators, Hallways & Stairwells

- All contractors and tradespersons are to use the freight elevator only.
- No materials may be transported without the elevator being padded. Elevators are prepped Monday through Friday, 8am – 4pm, but are not prepped on Saturdays. Notify the office if you will be in need of freight elevator service on Saturday morning. Large transports require advance management notification.
- No tools or materials can be left in the first floor service area, except during loading and unloading.
- Drop cloths must be used in any common areas, including the elevator and hallways, especially when transporting drywall. Drop cloths should be immediately removed after transport.
- No work may be performed in the hallways or back service area, other than unwrapping packaging materials.
- No power tools may be used or left in service area, interior or exterior.
- No carts, materials, or tools may remain in the hallways.
- Contractors may not use the owner shopping carts. They should bring/use their own transport equipment, or borrow a RH Contractor Bin from the garage. Bin should be immediately returned after transport in good clean condition.
- Hallways, stairs and landings cannot be blocked at any time.
- Eating, drinking, loud music or yelling is prohibited in all common areas

**If contractors or contractor employees are in violation of the rules above, the owner will be required to immediately correct the violation to avoid fines.**

## Cleaning & Refuse Removal

- The general contractor is responsible for coordinating refuse removal. No refuse should be left on the property.
- The contractor is responsible for leaving freight elevators and related work areas "broom clean" daily. If debris litters hallways, service area or elevator, contractors are responsible for immediate clean-up. Do not wait until the end of the day.
- The contractor shall be responsible for costs of cleaning up if areas are left dirty, including service area or freight elevator for material debris not properly transported.
- Contractors will place walk-off mats and plastic dust barriers as appropriate and whenever working with drywall or carpet rolls to transport through halls.

## Vehicles & Parking (contractors, subcontractors, and tradespersons)

- There are a limited number of contractor parking spots available on the surface lot at a **\$10 daily charge**, charged to the owner account. No reservations, first come first served basis. 8am earliest arrival time.
- Enter the Paid Surface Lot at the State Street gate. Call the attendant from the call box located on the left side of the gate, who will relay instructions regarding where to park. Parking in unauthorized spaces may result in vehicle being towed.
- Contractor vehicles that are only loading or unloading at the service area, and are not parking/paying for the day in the lot, must move their vehicle immediately after loading or unloading.
- Contractors can park in an owner's surface lot space with owner's permission. Owner must notify the front desk OR the management office of permission.
- Vehicles may not be parked in the front circular drive or on the maintenance drive, located behind the brick stud wall on the north side of the property. Park only in the spot you have been assigned to.
- Extra large vehicles (other than moving vans) or trucks with trailers may not be accommodated in the service lot due to parking space limitations.
- After parking the vehicle and entering the building, please direct your contractor to sign in at the front desk prior to going up to the unit.



CONDOMINIUM

PROJECT DETAIL PAGE

Unit(s) \_\_\_\_\_ Owner(s) \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

COI: Y N Permits Req'd/Rec'd: Y N Plans/Drawings Y N

Description of Overall Project. Please include as much detail as possible. List plumbing, electrical, carpentry or other work you are planning to have done.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will entire project be under the direction of the contractor listed below? Y N  
(separate contractors/projects will require separate contractor forms & fees, unless all will be under the direction of contractor listed herein.)

Which subcontractors or contractors will be working under the contractor listed?

\_\_\_\_\_  
\_\_\_\_\_

Are plans/drawings for your project being completed by a licensed architect/draftsman?  
(Level 2 only) Y N NA

Will you give unit access (key) to your contractor(s) in your absence? Y N

Will your contractors be allowed to park on the lot (\$10/day owner charge), will they park in your rented outdoor space (No Charge), or will they street park?

\_\_\_\_\_



**Signature Page - Contractor Signature & Acceptance**

Contractor/Business Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing below, I certify that, **prior to beginning any work** in the home of \_\_\_\_\_ at 929 North Astor Street, Unit# \_\_\_\_\_

Milwaukee, Wisconsin, I will have the unit inspected by the RHCA General Manager and Maintenance Supervisor will further provide the office with a copy of said **REQUIRED** documents.

**I have read and understood the policies and procedures and will ensure that anyone under my supervision, including subcontractors, will comply with them.**

\_\_\_\_\_  
Contractor/Representative Signature                      Date

**Owner Signature & Acceptance :    Level 1                      Level 2** (circle applicable choice)

I have engaged the aforementioned contractors or businesses to carry out work within my unit(s) and acknowledge that I am responsible for any damage or necessary cleanup resulting from their activities in or around the building, as well as for any non-compliance with the Rules & Regulations outlined herein. Any contractor not under the supervision of the contracting company signing this agreement must complete a separate agreement.

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Date/Amt Project Fee Paid: \_\_\_\_\_ Date/Amt Deposit Paid: \_\_\_\_\_

**Regency House Project Approval**

RHCA has met with owners and contractors, reviewed the project description, accepted COI and, if necessary, Permits and Plans. We have accepted this project to go forward as presented.

RHCA Signature Approval \_\_\_\_\_ Date \_\_\_\_\_

RHCA Signature Approval \_\_\_\_\_ Date \_\_\_\_\_