

The Barclay Renovation Request

The Barclay Condominiums are a multi-unit residential community within a singular building. As such, each homeowner is potentially affected when any interior changes are made to any unit. Therefore, it is very important to the structural integrity of our building:

- To assure the building is meeting current county and city code requirements.
- To assure our building management is aware of any proposed renovation plans and that the contractors chosen for any project fully understand the operational procedures for renovations within our building and
- To maintain a consistent quality of work that is not compromised by any renovation.

For this reason, our Board of Directors require that all homeowners planning any renovations or remodeling work fill out the following form and submit to the office along with \$1,500 of which \$500 is refundable if there is no damage. Upon receiving the above, a member of the ACC Committee will contact you to schedule a meeting to discuss and review your request before submitting it to the Architectural Review Board for final approval.

In the event there are any structural, plumbing or electrical changes that could impact the existing building infrastructure, the homeowner may be asked to employ a Board approved licensed building inspector to review such changes.

The homeowner will then be notified in writing once the renovation request has been approved or if there is any aspect of the request that requires further clarification. Any changes not listed on the original scope of work must be submitted as an update to your original request and will be subject to the same procedures.

***** Under no circumstances will any work be allowed to begin without written approval.**

Please check the areas below that you intend to renovate:

Renovation Project Beginning Date: _____ Estimated Completion Date: _____	Check (✓) if you plan to renovate	Refer to the Notes below if you plan to renovate this item
Paint interior walls		
Paint existing interior ceilings		
Remove existing ceiling popcorn surface. ** Must be done by a licensed & insured abatement contractor.		Note 1
Replace existing flooring with wood, tile or new carpet. **Concrete cannot be left uncovered.		Note 2
Add or replace existing floor covering on patio/terrace.		Note 3
Full bathroom renovation (tub, shower, sink, floor, toilet, fixtures)		Note 4
Partial bathroom renovation. Please list the items that you plan to change in the area below.		Note 4
Full Kitchen renovation (cabinets, appliances, floor, counter tops etc.)		Note 4
Partial Kitchen renovation. Please list the items that you plan to change in the area below.		Note 4
Electrical work: Please list the items that you plan to add, move, delete or remove in the area below.		Note 5
Add, modify ,change or replace the Heating and Air Systems. Please explain the issues you are changing below:		Note 6
Add , modify, replace or repair the existing plumbing. Please explain the issues you are correcting below.		Note 5
Remove or change the configuration of any interior walls. Describe below and attach a detailed architectural drawing.		Note 7
Add fixed or movable shelving in your storage area.		Note 8

Reference Notes 1- 12:

***All renovations must be completed within a maximum of six months. _**

1. Ceilings must be tested for asbestos prior to the removal of any popcorn. If asbestos is found, environmental protection procedures must be used and **removal can only be done by a licensed Abatement Contractor**. If guidelines are NOT followed when popcorn ceiling is removed a \$5,000.00 fine will be assessed. In addition, both the homeowner and contractor will be held responsible for any related illness sustained as a result of not following this guideline.
2. All flooring must have either approved tile, carpet or wood laminate. The addition of any new wood flooring requires the use of a “sound barrier under-layer.” This precludes the use of any “glue down” wood applications. Tile and marble floors can only be approved for the foyer, kitchen and bathrooms. Concrete floors cannot remain bare.
3. Be advised that adding tile to the patio/terrace area may impact the drainage system for this area. The existing concrete cannot be re-contoured without permission and new drains cannot be added.
4. The Barclay requires that **prior to beginning any work all water cut-offs be replaced** in the kitchen and baths as well as the laundry drain box. Full or partial bathroom renovations must include the replacement of shower valves with new commercial grade valves as well as the replacement of old toilets. This will require the water to be shut-off to the building and must be done prior to any demolition and be scheduled in advance through building management. **Under no circumstances may the washer/dryer/laundry be relocated.**
5. All electrical and plumbing work in the building must be done by a certified master plumber or electrician that maintains a One Million Dollar liability insurance policy. These vendors must file their license and certificate of insurance with the building manager prior to any work being started. **In most instances plumbing work requires the water be shut-off to the building and must be scheduled in advance with management. There is a charge for this service based on the length of time to accomplish the necessary work.**
6. All heating and air conditioning work in the building must be done by a certified HVAC company that is familiar with the Barclay's water driven system HVAC system. The HVAC company must maintain a One Million Dollar liability insurance policy and file their license and certificate of insurance with the building manager prior to any work being started.

Reference Notes cont.

7. The Barclay reserves the right to require that a Barclay approved building inspector consult with the homeowner and their contractor on any renovation project that is outside the scope of replacing existing infrastructure with “like materials.” Any removal or reconfiguration of walls requires that your contractor obtain a building permit with the City of Atlanta and submit a copy with Barclay management. In the event the renovation project is extensive, complex or involves materials that may impact the quiet enjoyment of other homeowners, the Barclay Board of Directors reserves the right to require that a Board approved building inspector periodically check to assure that all work has been done in accordance with the approved plan.

8. No flammable materials, chemicals or perishable food or plants may be stored in the individual storage areas.

9. Any changes not listed on the original scope of work must be submitted in writing and approved prior to beginning any additional work.

10. The property dumpster cannot be used for anything other than household trash. Your contractor may place a dumpster on-site but it's location must be arranged through management.

11. Within each unit there are ventilation shafts in each bathroom as well as a dryer shaft in the laundry. Every effort should be made by your contractor not to open them. **However, in the event there is no other recourse THE FOUR LAYERS OF DRYWALL REMOVED MUST BE RE-CLOSED WITH FOUR LAYERS.**

12. It is highly recommended for the protection of your HVAC system that all air vents and returns are covered for the duration of renovation.

Please list each of your contractors: All contractors working in the building must sign and comply with the “Contractors Guidelines” and provide a “One Million Dollar Insurance Liability Policy”. Any sub-contractor specifically working for a General Contractor is covered by the General Contractor's Policy. Building policy requires that all deliveries and contractors enter and exit the building through the contractor entrance on G Level. After entering the building contractor's must sign in at the front desk on Level 1. Construction is permitted Monday – Friday only between the hours of 9:00 am – 5:30 pm. **Any homeowner that allows a contractor to enter any other way and by-pass the signing in procedure will be fined \$500.00 per occurrence.**

General Contractor Name, Address & Phone Number:

Demolition Contractor Name, Address & Phone Number:

Electrical Contractor Name, Address & Phone Number:

Plumbing Contractor Name, Address & Phone Number:

Heating and Air Contractor Name, Address & Phone Number:

Flooring Contractors Name, Address & Phone Number:

Asbestos Abatement Contractor Name, Address & Phone Number:

Painting Contractor Name and Address:

Carpenter Name and Address:

Sheetrock Contractor Name and Address:

Wallpaper and/or Tile Contractor Name and Address:

Window/Glass Contractor Name and Address:

Cabinetry and/or Counter-top Contractor Name and Address:

Appliance Contractor Name and Address:

