



MEMORANDUM

TO: 1115 Cordova HOA – All Owners
FROM: Cornerstone R/E Management, Inc. – Connie Barrocas
DATE: October 11, 2021
RE: Unit Remodel Instructions

When remodeling your unit, please make sure to follow the remodeling instructions below. Please contact our office should you need further clarification.

1. All walls must remain intact; do not move or remove any walls without prior written approval.
2. **Do not alter or disturb the plumbing or electrical components that are inside the walls, or any portion of the exterior of the unit (balcony, windows, etc.) without the prior written approval of the Board of Directors.** The unit begins with the interior surface of the finished wall, ceiling or floor. Owners are responsible for the plumbing valves and drains/traps relating to showers or bathtubs, which may be inside walls or under the tub. However, you must receive prior approval to access and repair/change these.
3. **A 72-hour notice must be given to units above and/or below yours, as well as Cornerstone's office, before any water is shut off.** You will need to post the information on the doors of the units above and/or below yours giving the date and time period of shut off, limiting the shut off period to 2 hours or less. Please make sure to properly turn the water back on after completion of work.

4. Demolition trash and construction debris must be hauled away by your vendor. Do not place remodeling trash in the HOA dumpsters! Cardboard shipping boxes must be broken down before being placed in the dumpster. Do not place them in the trash chutes.
5. Common areas must be kept clean from dirt and debris. This includes the hallways, stairwells, elevators, trash area, and common area walkways of the property. Please inform your vendors that they are responsible to protect these areas.
6. Flooring material changes must consider sound transfer to any unit(s) below. If you are considering a change from carpet to hard surface flooring, please make sure that the product you use has an underlayment system that provides a sound transmission class rating of 52 or higher.
7. Any repairs that impact the common areas as discussed above must be approved in writing by the Board of Directors. You will need to provide your contractor's information including contact/scope of work, license, and insurance along with any required City permits for Board approval prior to starting the repairs.

Thank you for your attention to this information. If you have any questions or concerns, please feel free to contact Cornerstone R/E Management, Inc. at the number listed below.