

Bella Sera Condominiums at the Preserve

4500 Bob Billings Parkway – Lawrence, KS 66049

Office# - 785-832-2800 - HOA Manager’s Cell# - 785-218-7555

Email – bellaseramanager@gmail.com

UNIT MODIFICATION REQUEST FORM

Date: _____

1. Owner’s Name: _____ **Unit #:** _____

Phone#: _____

2. Contractor Name: _____

Address: _____

Phone: _____ **License #:** _____

3. Description of work to be done: _____

4) Location of the work to be done: _____ Living Room _____ Kitchen _____ Bathroom
_____ Laundry Room _____ Bedroom _____ AC/Water Heater Area

Date work is to begin: _____

Estimated completion date: _____

5. Other information:

The Unit Modification Request form must be submitted to Management at least 30 days prior to commencement of any work.

All work must be completed in a timely manner.

Requests will be reviewed by Management as soon as possible. Requests will either be approved, denied or returned for additional information after review. If you have any questions, please feel free to call our office at 785-832-2800 or send an email to bellaseramanager@gmail.com.

FOR MANAGEMENT USE:

Meeting Date: _____

Response Sent to Homeowner Date: _____

Owner Responsibility for Unit Modification Request Form

1. Obtain approval and complete all requirements, including required or requested documentation, at least 30 days prior to the start of the project. It is recommended that Management approval is obtained before signing vendor contract.
2. Advise Management in writing of any alterations to the submitted Unit Modification Request Form before being implemented.
3. Provide Management of your contract information if it differs from the information provided in the Unit Modification Request Form.
4. Unit Owner is responsible for the conduct of those associated with the project. Any costs incurred by the Association due to a contractor working in said Owner's unit, will be paid by the Owner. See R&R 1. Responsibilities and Liabilities.
5. Unit Owner will adhere to the requirements identified in the BSCA governing documents and identified by the Management Company.

Contractor's/Subcontractor's Responsibilities for Unit Modification Form

1. Provide all documents required to complete the Unit Modification Request Form to the Owner, including copies of all insurance certificates and licenses.
2. Meet with the Management Company as requested by Management Company regarding details of the project.
3. Understand that the project cannot begin until approval is obtained from the Management Company.
4. All work must be completed in a timely manner.
5. Sign the Contractor's Responsibilities for Unit Modification Request Form before work begins.
6. Adhere to the requirements associated with the project as specified in the BSCA governing documents, including the Rules and Regulations. Non-compliance may result in work stoppage, fines, or dismissal from the property.
7. Advise Management in writing of any alterations to the submitted *Unit Modification Request Form* before being implemented.
8. Follow all safety standards for the applicable industry, OSHA and general common sense.
9. Allow all inspections required by the City of Lawrence and BSCA Management.
10. Promptly report to the HOA Manager any damage caused to Association property whether or not you are the responsible party.
11. Any directions or notice given by the Association to the Designated Project Foreman will be considered notice to the Contractor.

12. **Bella Sera is a SMOKE-FREE PROPERTY, including the parking lots, garage, and East Lawn.**

WORK HOURS, PARKING, LOADING and UNLOADING SUPPLIES, DEBRIS

13. Work hours: Monday-Friday, 8:00 AM -5:00 PM. No work is permitted on Saturdays, Sundays, or Holidays, unless in an emergency and approved by the HOA Manager.
14. Contractors must enter and exit through the Garage. Parking must be in the East Lawn.
15. Park in the East Lawn for loading and unloading purposes unless otherwise directed by the HOA Consult the HOA Manager regarding where to unload materials.
16. Use the elevator closest to the unit being modified (unless otherwise instructed).
17. Do not hold the elevator doors open. Request a key from the HOA Manager if needed to load and unload.
18. Any need for additional dumpsters must have the HOA Manager's approval. Dumpsters must be removed and/or emptied as quickly as possible and not interfere with BSCA parking or the entrance or exit of the garage.
19. Construction debris is to be removed from the premises, not placed in BSCA dumpsters, trash chutes or drains. Cleaning of modification tools must take place off property.
20. Keep hallways, elevators and lobby clean at all times. Work will be halted until cleaned.
21. If the elevator, common area walls/ceiling or hallway flooring is damaged or soiled, it will be the contractor's responsibility to clean, paint, or replace.
Note: Any costs incurred by the Association due to a contractor working in said Owner's unit, will be paid by the Owner. See R&R 1. Responsibilities and Liabilities.

PROTECTIVE MEASURES

22. Install carpet protection film in the elevator to be used for accessing the condominium. Carpet protection film should also cover the hallway path between the elevator and the unit being remodeled. The film must be approved by the HOA Manager and the contractor is responsible for regularly inspecting for trip hazards created by the film and immediately replace the film when this occurs.
23. Nothing is to be placed against common area walls.

24. At least two business days' notice required for drilling into concrete floors, walls, ceiling. Also, tile removal must be done with a floor removing machine rated at 70 decibels.
25. Activities requiring the use of scaffolding, boom, or other exterior access must have manager's approval.
26. If there is potential for dust, smoke, fumes, etc. that might trigger the fire alarm, the Manager must be notified on a daily basis. If the fire alarm is activated without prior notification, the owner(s) will be responsible for the trip charge or any other associated charges that the association may incur. See R&R 1. Responsibilities and Liabilities.

UNIT MODIFICATION FORM RERQUIRED SIGNATURES

OWNER(S)

Owner Name: _____ Unit Number: _____

Owner Name: _____

I (we) are aware that as the unit owner(s), I(we) take full responsibility for adhering to the Unit Modification Process; for the conduct of anyone associated with this project; and are fully responsible for payment of any damages or fees incurred by the Contractor.

Owner Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

CONTRACTOR

Company Name: _____ Phone #: _____

Contractor's Name: _____ License #: _____

I have read and agree to follow the Contractor Responsibilities. I also understand that the Unit Owner takes full responsibility for the conduct of anyone associated with this project and is fully responsible for payment of any damages or fees incurred by the Contractor.

Signature of Contractor: _____ **Date** _____