

BRISTOL COURT

CONDOMINIUM ASSOCIATION

2300 Windsor Mall · Park Ridge, IL 60068 · Phone 847-698-3313 · Fax 847-655-6030
E-mail: office@bristolcourt.org · Website: BRISTOLCOURT.ORG

IMPROVEMENTS TO UNIT FORM

Note:

With the exception of painting and flooring, **ANY REMODELING and/or IMPROVEMENTS** must be submitted to the Park Ridge Building Department for any applicable permits. A copy of the City Permit is to be given to the Association Office prior to starting any work.

If a permit is not required, it is to be stated on City letterhead and given to the Association Office with this Improvement to Unit Form.

Kitchen Re-hab:

Must follow local code and replacement of electrical panel to accommodate additional circuits required by code.

Note:

A certificate of insurance naming the owner and Bristol Court Condominium Association as an additional insured must be on file at the Association Office prior to commencing work.

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IMPROVEMENTS TO UNIT FORM

In accordance with the Bristol Court Condominium Association's Declaration, By-Laws and Rules and Regulations of the Association, signed approval by the Management Office is required **before** any electrical, plumbing, structural changes and the removal and/or installation of any cabinets, counter tops, appliances, wall tile, ceramic floor tile, slate flooring, carpeting and wood floors.

This form must be **completely** filled out and signed by the Unit Owner and representative of the Board of Directors prior to start of work. **ALL PAGES ARE TO BE RETURNED TO ASSOCIATION OFFICE.**

Owner's Name:	Unit Address:
Description of Work: ----- -----	
Installation Dates:	
Contractor Name:	Contractor Address:
Phone Number:	Insurance Carrier

THE FOLLOWING MUST BE SUBMITTED BEFORE APPROVAL:

- **A certificate of insurance naming the owner and Bristol Court Condominium Association as an additional insured.**
- **All required city, state and municipal permits (pertaining to any plumbing, electrical and/or structural work) must be obtained prior to commencement of work and copy given to Association Office.**
- **Copy of Contractor's License and Proof of Registration with the City of Park Ridge.**

Bristol Court Permit (approving remodeling work) must be taped to front door of unit during entire timeframe of work.

All work (before, in progress and final) is subject to inspection by a representative of the Association. It is the responsibility of the unit owner to contact the Association Office and schedule all inspections as noted above.

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All Improvements must conform to
Bristol Court Condominium Association Standards

**Asbestos removal
procedures as indicated in
Attachment 1.**

**All flooring must follow the
BCCA requirements for
soundproofing as
indicated in Attachment 2.**

Signed _____

Date Submitted: _____

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DEMOLITION: (CHECK ALL THAT APPLY)

Kitchen:

- Sink
- Disposal
- Faucet
- Shut-off valves
- Faucet supply lines
- P-Trap
- Appliances
- Countertops
- Cabinets
- Flooring
- *Fan
- *Lighting
- *Receptacles
- Switches
- Wall
- Wall Paper
- Wall Tile
- Ceiling
- Other (please indicate)

Master Bathroom:

- Sink
- Faucet
- Shut-off Valves
- Faucet supply lines
- P-Trap
- Cabinet/Countertop
- Medicine Cabinet
- Switches
- Lighting
- Flooring
- Exhaust Fan
- Receptacles
- Tub/Shower
- Tub/Shower Shut-offs
- Tub/Shower Faucets
- Shower Door
- Wall Tile
- Wall Paper
- Toilet
- Toilet Supply Line
- Wall/Ceiling
- Other (please indicate)

Hall Bathroom:

- Sink
- Faucet
- Shut-off Valves
- Faucet supply lines
- P-Trap
- Cabinet/Countertop
- Medicine Cabinet
- Switches
- Lighting
- Flooring
- Exhaust Fan
- Receptacles
- Tub/Shower
- Tub/Shower Shut-offs
- Tub/Shower Faucets
- Shower Door
- Wall Tile
- Wall Paper
- Toilet
- Toilet Supply Line
- Wall/Ceiling
- Other (please Indicate)

Living/Dining Room

- Flooring
- Wall
- Doors
- Closet
- Receptacles
- Phone Jacks
- Ceiling Fan
- Light Fixtures
- Switches
- Wall Paper
- Paneling
- Other (please indicate)

Master Bedroom

- Flooring
- Wall
- Doors
- Closet
- Receptacles
- Phone Jacks
- Ceiling Fan
- Light Fixtures
- Switches
- Wall Paper
- Paneling
- Other (please indicate)

Second Bedroom

- Flooring
- Wall
- Doors
- Closet
- Receptacles
- Phone Jacks
- Ceiling Fan
- Light Fixtures
- Switches
- Wall Paper
- Paneling
- Other (please indicate)

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NEW CONSTRUCTION: (CHECK ALL THAT APPLY)

Kitchen:

- Sink
 - Disposal
 - Faucet
 - Shut-off valves
 - Faucet supply lines
 - P-Trap
 - Appliances
 - Countertops
 - Cabinets
 - Flooring - Tile
 - Flooring - Wood
 - *Fan
 - *Lighting
 - *Receptacles
 - *Switches
 - Wall Paper
 - Ceiling
 - Paint
 - Other (please indicate)
- _____
- _____

Master Bathroom:

- Sink
 - Faucet
 - Shut-off Valves
 - Faucet supply lines
 - P-Trap
 - Cabinet/Countertop
 - Medicine Cabinet
 - Receptacle
 - Lighting
 - Flooring - Tile
 - Flooring - Wood
 - Exhaust Fan
 - Receptacles
 - Tub/Shower
 - Shower Door
 - Wall Paper
 - Wall Tile
 - Toilet
 - Wall/Ceiling
 - Paint
 - Other (please indicate)
- _____
- _____

Hall Bathroom:

- Sink
 - Faucet
 - Shut-off Valves
 - Faucet supply lines
 - P-Trap
 - Cabinet/Countertop
 - Medicine Cabinet
 - Receptacle
 - Lighting
 - Flooring - Tile
 - Flooring - Wood
 - Exhaust Fan
 - Receptacles
 - Tub/Shower
 - Shower Door
 - Wall Paper
 - Wall Tile
 - Toilet
 - Wall/Ceiling
 - Paint
 - Other (please indicate)
- _____
- _____

Living/Dining Room

- Floor - Carpet
 - Floor - Wood
 - Wall
 - Doors
 - Closet
 - Receptacles
 - Phone Jacks
 - Ceiling Fan
 - Light Fixtures
 - Switches
 - Wall Paper
 - Ceiling
 - Paint
 - Other (please indicate)
- _____
- _____

Master Bedroom

- Floor - Carpet
 - Floor - Wood
 - Wall
 - Doors
 - Closet
 - Receptacles
 - Phone Jacks
 - Ceiling Fan
 - Light Fixtures
 - Switches
 - Wall Paper
 - Ceiling
 - Paint
 - Other (please indicate)
- _____
- _____

Second Bedroom

- Floor - Carpet
 - Floor - Wood
 - Wall
 - Doors
 - Closet
 - Receptacles
 - Phone Jacks
 - Ceiling Fan
 - Light Fixtures
 - Switches
 - Wall Paper
 - Ceiling
 - Paint
 - Other (please indicate)
- _____
- _____

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IMPROVEMENTS TO UNIT

CONTRACTOR RESPONSIBILITY:

1. All vans and trucks must park in the rear of the Buildings – subject to \$50.00 fine per occurrence.
2. All materials must be delivered through the back entrance to the Buildings – subject to \$50.00 fine per occurrence.
3. No items are allowed to be brought in or out through the windows. No debris shall be discarded through the windows – subject to \$250.00 fine per occurrence.
4. Owner and/or contractor to notify office of deliveries as common area floors must be covered for material delivery.
5. Debris in any common areas must be cleaned up daily and removed from the property by the Contractor. If association personnel cleans debris left by the contractor, the unit owner will be assessed an hourly charge for clean up. Minimum charge will be one hour and standard union rates will apply. Construction debris must not be placed behind buildings, it must be removed from the property.
6. Dumpsters for disposal of debris and construction materials may be utilized. Dumpsters must be located behind the building and towards the end of the building, away from the rear door. Dumpsters MUST be removed within 5 days (Monday-Friday and not over weekend) after their arrival or a charge of \$50.00 per day will be assessed to the unit owner.
7. *Work will be performed Monday through Friday, 8:00AM to 5:00PM and Saturday, 9:00AM to 4:00PM. No work is to be performed on Sundays or on Memorial Day, Independence Day or Labor Day. No work shall be performed on the following holidays, or the day before and after: Easter, Thanksgiving, Christmas and New Years.*
8. All city, state and municipal codes will be followed.
9. All work (in progress and final) is subject to inspection by a representative of the Association.
10. Owner agrees that any problems, defects or changes noted by the Association's designated representative must be corrected within seventy-two (72) hours of notification.
11. We understand that all work performed will be in compliance with the Association's Declaration, By-Laws and Rules and Regulations. Any violation may result in a fine, and or legal action, and assessment of all costs and legal fees.
12. Fan coil units are to be completely covered during remodeling to eliminate debris, dust, etc. from entering the drain system.

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IMPROVEMENTS TO UNIT

OWNER RESPONSIBILITY FOR BUILDING WATER SHUT-OFF:

1. Please note that there are set procedures in place for when the water needs to be shut off to a building. These procedures apply to non-emergency shut offs only.
2. Shut offs may be done Monday through Friday, NO Saturdays or Sundays. Water shutoffs before/after a holiday will be at the discretion of the management office. Holidays are defined as New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.
3. Your plumber / handyman is allowed to do this work from 9:00AM to noon. The water to the building will be shut off upon the arrival of your plumber and your telephone call to the Association Office informing us that the plumber is in your Unit and ready for the shutdown. (Please schedule the plumber as close to 9:00AM as possible.) Upon completion, the Association Office is to be notified that the water may be turned on.
4. At least forty-eight (48) hours notice is required to post water shut off notices in the entire Building. This may entail your plumber coming back the next business day. We will not shut off an entire Building without proper notices, emergencies excepted.
5. It is required that you check and replace all of the shut off valves within your Unit at the same time. The cost for these valves and labor is the Unit Owner's responsibility.
6. Never, never let a handyman or plumber work in your unit without securing proof of a current Certificate of Insurance. Any damage caused by a leak related to the shut off procedure is the Unit Owner's responsibility. Know your contractor. (Please call the Association Office if you need the name of a licensed, insured plumber or an insured handyman.)
7. Please be sure that your handyman/plumber completes all work in a diligent, prompt manner. If they must return a second time, the aforementioned procedure starts over again.
8. If an additional shutdown of the building water supply is necessary for the same unit within six months of the first shutdown, a charge of \$150.00 will be assessed to the unit owner.

Improvements Form Agreement Signatures

Signed _____ Date Submitted: _____

Approval:
Association Office: _____ Date: _____

Board of Directors: _____ Date: _____

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IMPROVEMENTS TO UNIT INSPECTION SIGN-OFF SHEET

PRELIMINARY INSPECTION BY _____

DATE _____

NOTES:

IN PROGRESS INSPECTION BY _____

DATE _____

NOTES:

FINAL INSPECTION BY _____

DATE _____

NOTES:

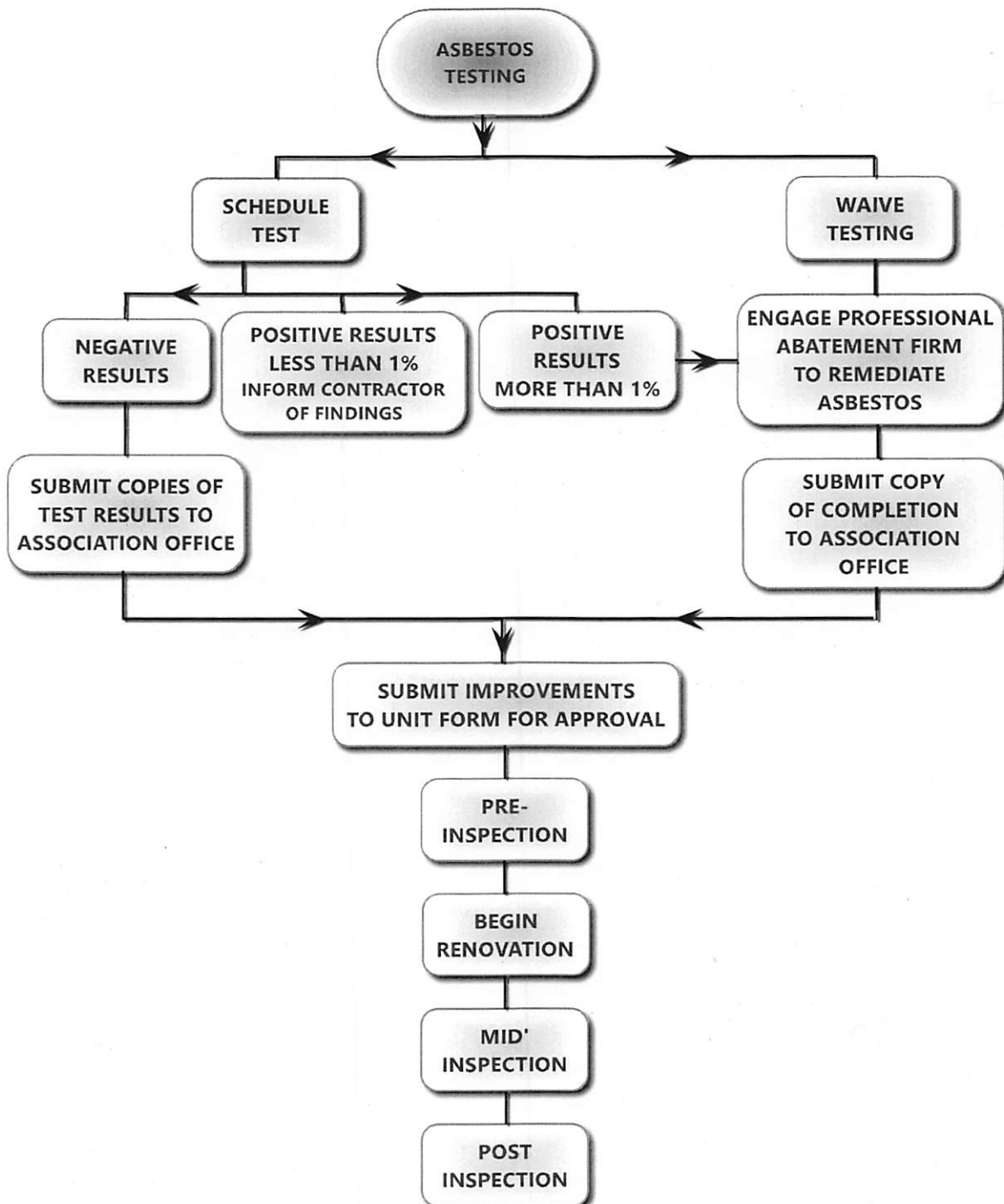
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Improvements to Unit Attachment 1



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Improvements to Unit

Attachment 2

BCCA Requirements Soundproofing Underlayment For Flooring

CARPETING – minimum of 28 oz. padding

TILE AND FLOATING FLOORS – soundproofing underlayment which provides an improvement of 16dB utilizing one of the following:

- Solid rubber – minimum (5mm) or ¼ inch thickness available at:
Welch
2601 Lively Blvd.
Elk Grove Village, IL
847 – 238 – 0100
- Laticrete 125 Mortar for floor tile

NO NAILED-DOWN WOOD FLOORS