

**Peachtree Walk Condominium Association**  
**Unit Modification/Renovation Approval Request Form and Rules (ACC)**

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**Architectural Controls (ACC):**

**13 C(i) Alteration of Units:**

No Owner or Occupant may make any alterations within a unit that involve connections to Common Element pipes, lines, conduits, and/or apparatus for access to common utilities without prior written approval from the Architectural Control Committee (ACC), including, but not limited to, the installation of washers and dryers. No Owner or Occupant shall make any modifications to structural or load-bearing portions of a unit. All interior modifications must be in accordance with any construction guidelines adopted by the ACC. All building code requirements must be followed, and necessary permits and approvals must be secured for any modifications.

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**Insurance Requirements:**

It is required that Peachtree Walk Condominium Association be named as an additional insured on the renovation contractor's insurance policy. Unit owners are strongly encouraged to have their unit also named as an additional insured on the contractor's policy to protect their property from damage caused by the contractor.

Peachtree Walk Condominium Association must be endorsed on the **Certificate of Insurance (COI)**. The required endorsement address is:

**Peachtree Walk Condominium Association**  
**1074 Peachtree Walk NE**  
**Atlanta, GA 30309**

The Unit Owner is responsible for all damage to the Condominium's Common Elements and/or other Units caused by the Unit's modification/renovation, regardless of whether the damage is caused by the Unit Owner or the vendor. It is highly recommended that the Unit Owner secure adequate insurance coverage for potential damage and verify that the contractor has both current liability and workers' compensation insurance. If there is damage to the Association's Common Elements, the Unit Owner will be required to pay for the repairs. Should the damage be due to the contractor's negligence, the Unit Owner will still be responsible for paying for the repairs and will need to seek reimbursement from the contractor. Since the contractor is acting as an agent of the Unit Owner, the Association will not pursue payment directly from the contractor.

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**Renovation Requirements, Rules, and Associated Fines for Violations:**

**Violation Fines During Renovation Work**

If hallways or common areas are not maintained in a clean condition, fines will be levied as follows:

- \$50 for the first violation
- \$100 for the second violation
- \$150 for each additional violation

Please ensure that all work materials and debris are kept inside the unit and that nothing is placed in hallways or common areas. The Board of Directors reserves the right to restrict

contractors from the property if they repeatedly violate the renovation and modification rules outlined in this request form.

### **Contractor Shoe Coverings**

All contractors must wear shoe coverings when leaving a unit and entering common areas.

### **Underlayment Soundproofing for Wood Floors**

The use of 1/4" cork or an equivalent or better soundproofing underlayment is required for wood floors.

### **Water Supply Lines**

Water supply lines must be made of PVC. Contractors must exercise caution as older PVC may be brittle. Contractors must shut off the water supply to the unit at the unit's hot water heater closet and drain the pipes before starting any plumbing repairs or modifications.

### **Work Area for Cutting Tile and Wood**

Cutting tile and wood should occur inside the unit, on the balcony, or in P-1 Level areas outside the dumpster rooms. Water used for tile cutting must be contained and discarded inside the unit or off the property. Water must not run down the building exterior or onto any part of the property or other units. **\$250 fine** for violations.

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### **Work Hours:**

#### **For Contractors:**

Monday-Friday, 9:00 AM to 5:00 PM (**No weekend contractor work allowed.**)

#### **For Unit Owners:**

Weekdays: 9:00 AM to 5:00 PM

Saturday: 10:00 AM to 5:00 PM

Sunday: 12:00 PM to 5:00 PM

### **Fines for Work Outside Permitted Hours**

The fine for any work outside of the allowed work hours is \$300 per day.

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### **Vendor Parking:**

All contractors must obtain a "Contractor Parking Pass" from the management office, which must be visibly displayed on their vehicle's dashboard while on the property.

#### **B Building Contractor Parking:**

Contractors may park only in the lobby area with a valid "Contractor Parking Pass."

#### **A Building Contractor Parking:**

Contractors may park on the Guest Deck or in the courtyard driveway (first come, first served) from 9:00 AM to 5:00 PM ONLY.

### **Courtyard Parking:**

All contractor vehicles must be fully removed from the courtyard driveway by **5:00 PM sharp**. If a contractor's vehicle remains in the courtyard driveway past 5:00 PM, a **\$50 per 15-minute** fine will be assessed to the unit owner overseeing the contractor's work.

## **Damage to Common Areas:**

Unit owners are responsible for any damage to hallways or common areas during renovation or work progress. A hallway walk-through with the manager must be conducted **before** beginning work in any unit. Any previous damage will be documented at the walk-through.

## **Damage Deposit:**

A \$750.00 damage deposit is required for all renovations. This deposit will be refunded upon completion of the work, provided no damage is done to other units, elevators, or common areas, and all potential violation fines are paid in full.

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## **Use of Elevators:**

Unit owners must reserve the elevator with the management office **three days** prior to the start of work. The elevator will not be reserved for the entire day but can be used during **1-hour morning and afternoon shifts** for material delivery or debris removal.

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## **Courtesy Notice for Neighbors:**

Residents undergoing construction must obtain a laminated courtesy flyer from the management office to place on their unit door during work. The flyer will include:

- Notification of the beginning of work
- Expected timeline for completion
- Acknowledgement of construction work hours
- Contact information for the contractor or unit owner in case of questions or issues

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## **Construction Trash Disposal:**

Construction debris **cannot** be disposed of in trash chutes or condominium dumpsters. Contractors must remove all debris from the property in **strong, durable construction bags**. All debris must be bagged before being brought into the hallways. A **\$250 fine** will be imposed if the contractor uses the dumpsters during renovation.

## **Utility Carts:**

Contractors are not permitted to use resident utility carts. A **\$150 fine** will be assessed to the unit owner for violations.

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## **Demolition or Mechanical Work:**

In addition to the Unit Modification Approval Request, prior written approval must be obtained from the Management Office before starting any demolition or mechanical work.

**Acknowledgment of Liability Due to Unit Modification/Renovation or Repairs:**

I, the undersigned, acknowledge that I am responsible for all damage to the Condominium’s Common Elements and/or other units caused by my Unit Modification, whether the work is performed by a vendor, contractor, or myself. I understand that the Association recommends obtaining adequate insurance coverage and that I should require the vendor/contractor to provide proof of \$1,000,000 general liability coverage and \$100,000 workers’ compensation coverage.

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**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_

**Unit #:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Contractor’s Phone #:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

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**Approval:**

Reviewed by: \_\_\_\_\_ **Date:** \_\_\_\_\_

Denied: \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved: \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Appeal Process:**

Before filing a lawsuit against the Association, the Board, or any officer, director, or property manager of the Association, a Unit Owner or Occupant must request and attend a hearing with the Board of Directors. The request must be in writing and personally delivered to any member of the Board or the property manager. During the hearing, the Owner or Occupant must make a good-faith effort to explain the grievance and resolve the dispute amicably. The Board will schedule the hearing within **7-21 days** of receiving the request.