

EDGEWATER BEACH <sup>TM</sup>  
APARTMENTS

**Construction Rules**

March, 2018

Management Office  
Monday - Friday, 9:00 to 5:00  
Tel: 773-907-2130  
Fax: 773-907-2140

## **Construction Rules**

### **Section I**

#### **Shareholder rules**

1. Shareholders are permitted to make improvements within their apartments in accordance with EBAC Rules and Regulations, these Construction Rules, the EBAC Proprietary Lease, and all applicable municipal laws, codes, and ordinances. When required by law, Shareholders are responsible for obtaining construction permits, either personally or through the employment of a licensed vendor. Shareholders are financially responsible for any fines or penalties levied upon the EBAC as the result of Shareholders, or vendors employed by Shareholders, failure to comply with applicable municipal laws, codes, and ordinances.
2. All vendors performing work, except during planning, design, and estimation consultations, must comply with current insurance requirements set forth by EBAC's insurance carrier. Shareholders employing vendors are responsible for providing valid copies of Vendor's Certificates of Insurance to the EBAC General Manager. (Current requirements are on file with the EBAC General Manager).
3. In situations requiring emergency or as fast as possible repairs, shareholders must contact a member of the Engineering staff. Under the direction of the General Manager, Engineering staff are permitted to bypass EBAC standard procedures for the purpose of facilitating emergency repairs. Follow-up to ensure compliance with EBAC standards is still required.
4. Shareholders are legally and financially responsible for the behavior or damage caused by vendors they employ, to include compliance with EBAC Rules and Regulations. (Consult Proprietary Lease, Article 11, Section 4, and Pages 6 & 7 for rules on remodeling and lessee's responsibility for damages to other units and/or common elements caused by water or any other cause.)

## Section II

### Project Categories and Requirements

Projects are classified into the following three categories: Redecorate, Replace, Remodel.

#### 1. Redecorate:

Work that does not involve changes to infrastructure elements, including plumbing, electrical, gas, or ventilation, and does not open walls, floors, or ceilings.

#### EXAMPLES

- Refinishing or carpeting of floors.
- Installation or replacement of tile
- Patching, painting, plastering, drywall replacement, and wallpapering
- Installation of built-in shelving
- Installation of cabinets, excluding work that touches plumbing or electricity
- Reglazing a tub
- Installing a window Air Conditioner
- Caulking a plumbing fixture such as a tub or shower
- Maintenance or Installation of Telephone, Cable, or Internet, excluding cutting into walls, floors, or ceilings.
- Wall Hanging of items such as paintings or TVs.
- Finish carpentry such as trim and molding
- Replacing or repairing an electrical appliance that does not require any modifications to existing electrical receptacles, such as a refrigerator withoutan ice maker.

REQUIREMENTS. Shareholders must notify EBAC General Manager (**GM**), and if hiring a vendor provide a copy of the vendor's Certificate of Insurance (COI). GM is responsible for alerting the Shareholder if the vendor's COI does not meet EBAC requirements.

## **2. Replace:**

Work that involves connection to, but not alteration of, infrastructure elements, including plumbing, electrical, gas, or ventilation, and does not open walls, floors, or ceilings.

### **EXAMPLES**

- Replace the sink or toilet without changing in-wall plumbing.
- Replacement of light fixture or electrical outlet without changing in-wall wiring
- Replacement or repair of an appliance that connects to gas or water and does not change changing in-wall plumbing or ventilation.
- Maintenance or Installation of Telephone, Cable, or Internet, that requires cutting into walls, floors, or ceilings.

**REQUIREMENTS:** Shareholder must notify EBAC General Manager (GM) and provide a copy of vendor's Certificate of Insurance, no less than 5 business days prior to start of work. GM is responsible for alerting the Shareholder if the vendor's COI does not meet EBAC requirements. If construction permits are required by law the Shareholder must provide copies of valid permits to the GM no less than 5 business days prior to start of work. Shareholder must notify the GM upon completion of work. EBAC Chief Engineer must inspect work for compliance with EBAC rules.

## **3. Remodel**

Work that modifies infrastructure elements, including plumbing, electrical, gas, or ventilation, or opens walls, floors, or ceilings.

### **EXAMPLES**

- Remodeling of bathroom or kitchen
- Installation of central air conditioning system

**REQUIREMENTS:** Shareholder must request approval from the EBAC General Manager. Approval to start construction requires proof of insurance from all vendors (excluding design professionals) including Subcontractors employed by

general contractors. Issuance of applicable construction permits. Contractors must sign a waiver of lien. Review by EBAC Chief Engineer. Shareholders must notify the EBAC General Manager upon completion of work. EBAC Chief Engineer must inspect work for compliance with EBAC rules.

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### **Section III**

#### **Contractor rules**

1. All vendors are guests and will behave in a respectful manner, extending common courtesies to staff and shareholders. They will abide by all rules and regulations, refrain from playing loud music, make every effort to reduce dust, debris, and other messes in common areas, be mindful of tracking footprints throughout EBA, and consider how construction activities affect neighboring shareholders.
2. Other than emergency situations, construction work is only permitted from Monday through Friday, during the hours of 8:00am and 5:00pm. Construction is not permitted on Federal holidays. Access to the EBA is at the discretion of the General Manager. Management and Staff have the right to inspect work for compliance with EBAC rules and regulations. The General Manager has full authority to stop any work that places an undue risk to the EBAC or deviates significantly from the agreed upon scope of work.
3. Construction access, including delivery of equipment and materials, is limited to the north entrance adjacent to the large garage doors.
4. Parking of light vehicles within the EBA garage is limited to available space and not guaranteed. Vehicle owners must surrender vehicle keys to EBA valet and are responsible for paying cash parking fees daily.
5. Access to apartment by construction personnel is limited to the freight elevators, and service hallways.
6. Written permission and coordination with the General Manager are required to remove an elevator hatch.

7. All construction personnel must surrender legally valid identification and sign-in at the basement security desk while they are working at the EBA.
8. Written approval from the General Manager is required to use EBAC dumpsters, trash cans, and any other EBAC waste removal services. Approval is limited to small amounts of refuse or debris. Projects that necessitate larger amounts of waste removal are required to provide separate means. If space is available, a contractor may place a dumpster within the EBA's internal trash collection area, written approval is required and is at the discretion of the General Manager.
9. Disruption of any common services to including but not limited to plumbing requires written approval and coordination with the General Manager, as well as 48-72 hours' notice to affected shareholders.
10. Historical fixtures, equipment, and architectural elements, including but not limited to doors, light fixtures, radiators and covers, pedestal sinks, original trim, may be removed but must not be disposed of. Any elements of historic value which are removed must be delivered to the building staff for storage and reuse. Preserved historical elements are available for use on any project in the EBA at no charge. A member of the EBAC staff can provide contractors with access to these items.
11. Drop cloths must completely cover corridor carpeting where materials are being moved that could cause damage in any way. Each evening the area outside the unit must be left in good condition. Materials and equipment may not be stored anywhere outside the unit. Construction personnel are required to clean any debris, messes, or dust from common areas daily.
12. Washing of paint brushes, within the guidelines of the City of Chicago that do not pose a risk of damage to EBA property is permitted in the utility sink located in the craft room. A member of the EBAC staff can provide access to the craft room.
13. Cutting of messy material that can be safely and cleanly transported through service halls and service elevators is permitted in the craft room. A member of the EBAC staff can provide access to the craft room.

## Section IV

### Insurance requirements

A certificate of insurance must be on file with the management office for the sum of one million dollars for each contractor and sub-contractor. This must be presented to the General Manager before any work can be started. The certificate of insurance must list Edgewater Beach Apartments, the Board of Directors, and Sudler Property Management as additionally insured.

Be sure to contact the management office for an example of the certificate of insurance needed with the **required wording.**

**Section V-1**

**Shareholder Acknowledgement page**

I, undersigned, have received a copy of the Construction Rules for Edgewater Beach Apartments Corporation.

By signing this Construction Rules acknowledgement page, the undersigned shareholder(s) is/are aware that he/she or they are/is fully responsible for knowing and understanding the Contractor Rules set forth by the Edgewater Beach Apartments Corporation.

Date: \_\_\_\_\_

Shareholder's Name(s) \_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Signature) Apartment#:

\_\_\_\_\_



**Section V-2**

**Contractor Acknowledgement page**

I, undersigned, have received a copy of the Construction Rules for Edgewater Beach Apartments Corporation.

By signing this Construction Rules acknowledgement page, the undersigned contractor(s) are fully responsible for knowing and understanding the Contractor Rules set forth by the Edgewater Beach Apartments Corporation.

Date: \_ \_ \_ \_ \_

Contractor's Name(s) \_\_\_\_\_  
(Print Name)

\_\_\_\_\_   
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Apartment#: \_ \_ \_ \_ \_

**Section VI**

**EBAC Construction Specifications**

*This page MUST be submitted to the Management office before the construction/project can begin.*

APARTMENT#:  
SHAREHOLDER:  
HOME TELEPHONE#:  
MOBILE PHONE NUMBER & EMAIL.:

GENERAL CONTRACTOR:  
ADDRESS:  
CITY:  
STATE:  
MOBILE PHONE NUMBER & EMAIL ADDRESS:  
FAX:  
ATTN:

ARCHITECT:  
ADDRESS:  
CITY:  
STATE:  
MOBILE PHONES NUMBER & EMAIL  
E-MAIL:  
FAX:  
ATTN:

PLUMBER: ADDRESS: CITY: STATE:  
MOBILE PHONE NUMBER & EMAIL  
ADDRESS:  
FAX:  
ATTN:

ELECTRICIAN: ADDRESS: CITY:  
STATE:  
PHONE NUMBER & EMAIL:  
FAX:  
ATTN: