



UNIT ALTERATIONS AND MODIFICATIONS

March 2018

When owners desire to make changes to their unit in the VAUX, owners may be required to obtain approval from the Community Manager, the Architectural Review Committee and/or the Vaux COA Board. Units consist of the space within the common area demising walls that separate your unit from other units or common spaces or elements of the building. Balconies, decks, corridors and porches are common elements.

There are three categories of project types: Simple, Minor and Major all of which are summarized below.

1. **Simple Projects:** These are changes that do not require submittals or approvals. Examples of Simple Projects include:
 - Painting with low VOC paints
 - Replacing carpets without disturbing sound proofing
 - Hanging pictures inside the unit and repair of existing appliances. Wall attachments on demising walls are limited to no greater depth than $\frac{3}{4}$ of an inch.
 - Replacement of installed appliances by competent professionals (refrigerators, stoves, washers, dryers, gas grill) in the existing locations and the same connection to building systems
 - Built-in closet installations or upgrades
 - Installing or modifying window coverings
 - Periodic replacement of smoke or carbon monoxide detectors
 - Replacement of light fixtures

Simple Projects must conform to limitations on hours of work and impact on neighbors. Even though no insurance certificates are required for these projects, owners are responsible for any damage or liability to other units or damage to building systems and common elements.

2. **Minor Projects:** These are improvements that require approval and/or inspection of the Community Manager to ensure compliance with Building systems. The Community Manager inspection is not for code compliance, but only for serviceability and maintainability with building systems. Building permits may be required from the City with inspections for code compliance. It is the owner's responsibility to ensure permits are acquired and work is inspected by both the City and Community Manager. Minor projects are reviewed administratively to ensure that work is consistent with building systems and meets the requirements of minor projects, and that adequate insurance and guarantees are in place.

Examples of Minor Projects include:

- Repair or replacement of wood flooring
- Installation of new additional appliances (refrigerators, stove, ovens, microwaves, washers, dryers, gas grill, and fireplaces) needing different building system connections
- Replacement or addition of kitchen or bath cabinets or counters requiring connection to walls or wall structural supports
- Replacement of installed plumbing fixtures such as toilets or faucets
- Modification of fireplace and fireplace façade
- Modification of electrical outlets or circuits.

Minor Projects must conform to limitations on hours of work and impact on neighbors. Submission of project information, insurance certificates, permits, and other requirements are required for these projects, owner's are responsible for any damage or liability to other units or damage to building systems and common elements. Owners are also responsible for Community Manager costs for review and inspection, payable to the COA, as well as all permit fees to government agencies.

3. **Major Projects:** These are improvements which ***require approval*** of the Community Manager, the COA Architectural Review Committee and COA Board. The COA Board may require professionals to be called upon for advice to the COA. Such review and approvals are not for code compliance, but only for serviceability and maintainability with building systems and compatibility with common element design considerations. Building permits may be required from the City with inspections for code compliance. It is the owner's responsibility to ensure permits are acquired and work is inspected by both the City and the Community Manager.

Examples of Major Projects include:

- Movement or installation of any wall where fastening to floor or ceiling is required
- Modifications to the unit's HVAC system
- Modifications of or additions to the unit's plumbing system
- Modifications of or additions to the unit's electrical system panel or circuits
- Modifications of or additions to the unit's natural gas lines
- Modifications of or additions to or those which affect the fire sprinkler system
- Remodel of kitchen or bathrooms involving relocations of appliances, movement of building system connections such as plumbing for water or sewer.
- Modification to demising walls, ceilings or floors
- Moving, constructing or demolishing interior walls⁽¹⁾_{SEP}.

These projects must conform to limitations on hours of work and impact on neighbors. Submittal of project information insurance certificates, permits, and other requirements are required for these projects, owners are also responsible for any damage or liability to other units or damage to building systems and common elements. Owners are responsible for Community Manager costs for review and inspection, payable to the COA, as all City permit fees. Owners are also responsible to reimburse the COA for external professional review of submitted plans, where necessary to ensure the safety and serviceability of building systems and common elements

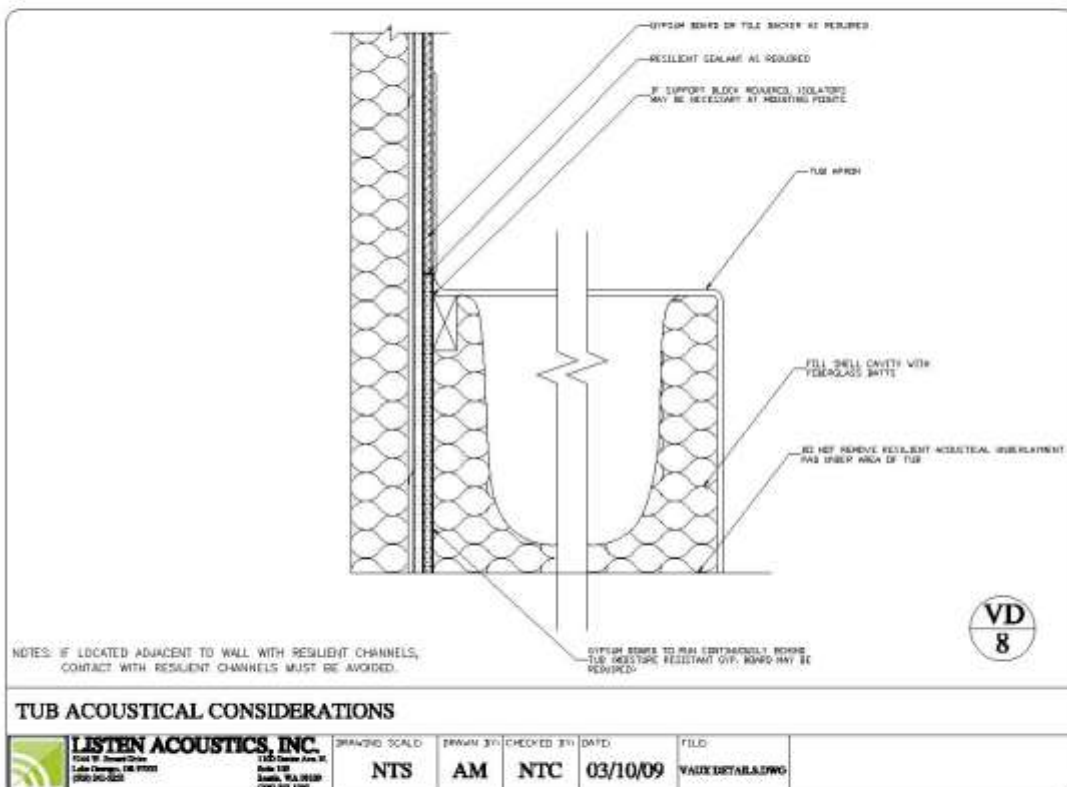
4. NOTE: If during the course of a project, the work moves from one project classification to another, work of the higher classification cannot proceed until appropriate approvals as identified for that classification is approved.

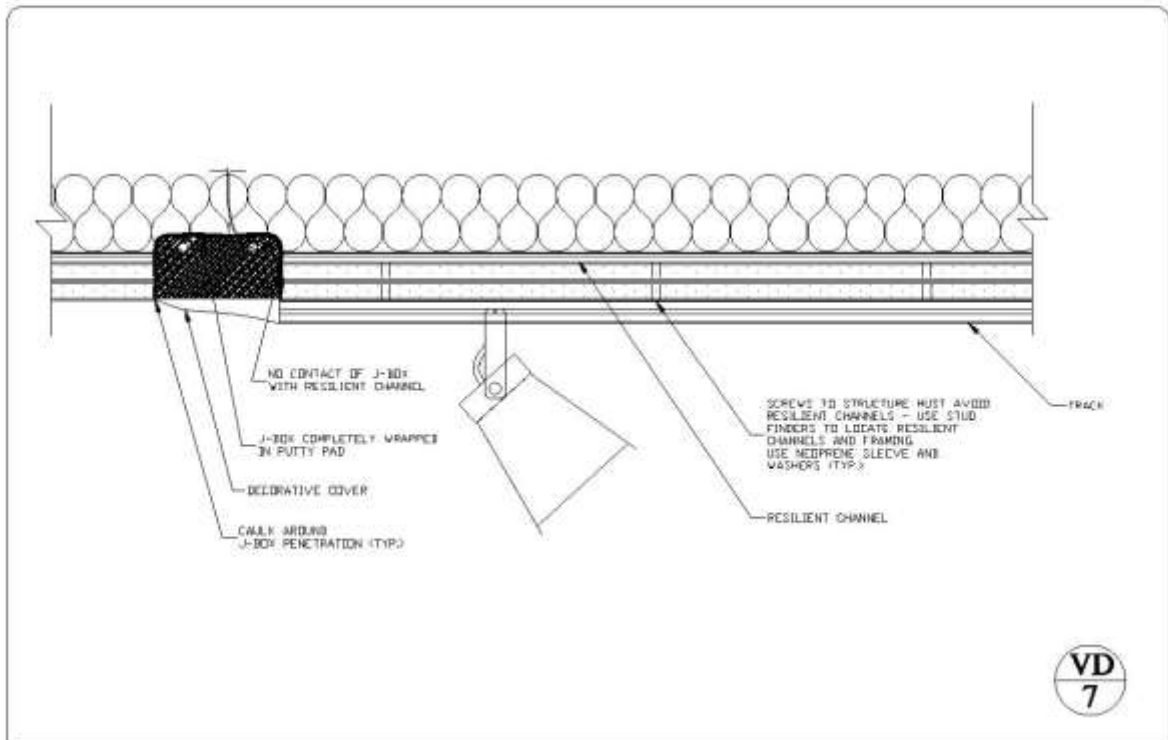
INSURANCE AND OWNER RESPONSIBILITY

All but simple projects at VAUX must follow and adhere to the requirements outlined in the VAUX Contractor Regulations. You as a unit owner are responsible for the actions of your contractor and we strongly suggest that you read and review these requirements with your contractor. Also all contractors must be licensed, bonded and carry a minimum of \$1,000,000 liability insurance. You will need to submit a certificate of insurance with the Vaux Condominium Association as an additional insured prior to starting the project.


Forms for each type of project are available on the VAUX website (Documents and Forms/Forms), or the Community Manager. You may also obtain the VAUX Contractor Regulations and the official board authorization information for the Architectural Review process on the VAUX web site (Documents and Forms/Forms). When your project plans and your forms are complete send the forms and associated documents to the Community Manager.

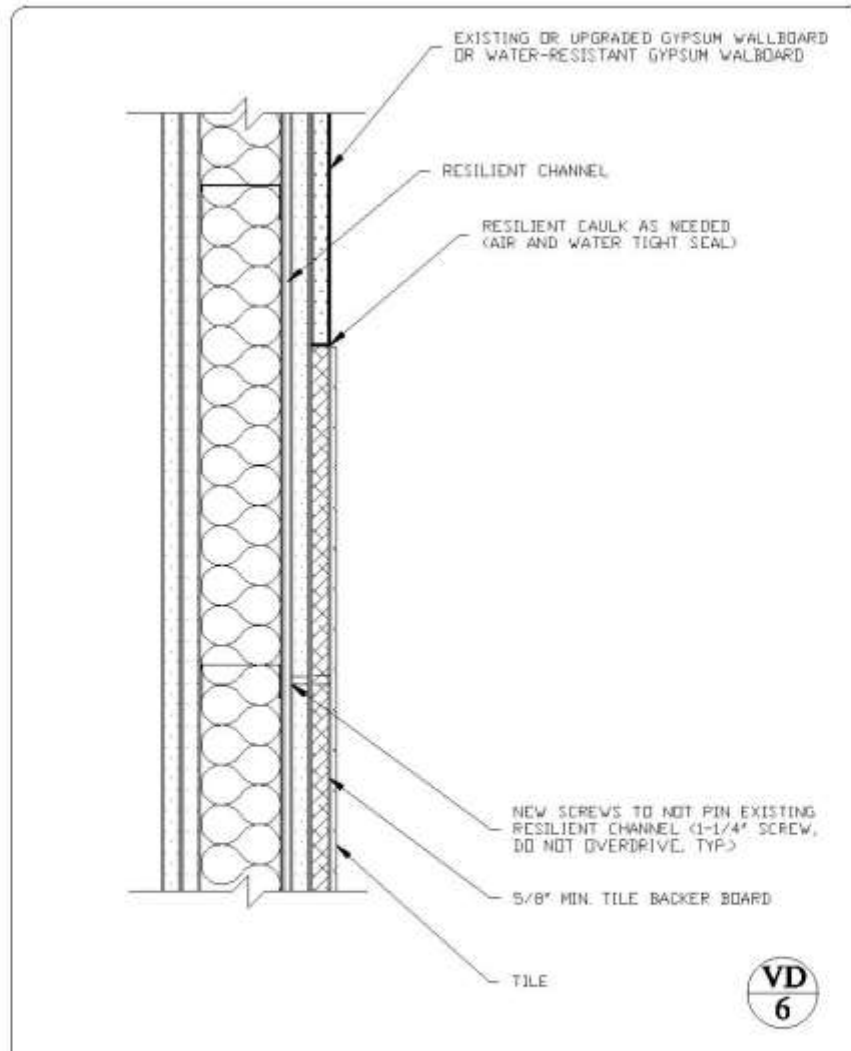
EXHIBIT A - ACUSTIC REDUCTION DESIGN STANDARDS





TRACK LIGHTING ACOUSTICAL CONSIDERATIONS (REV.1)

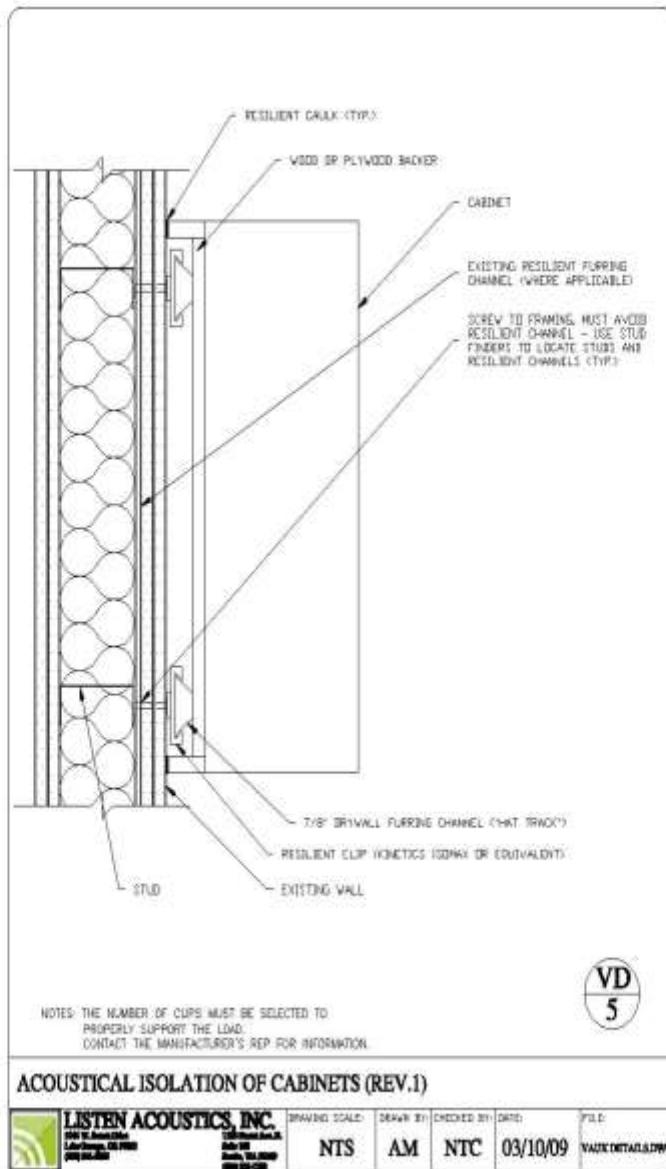
 LISTEN ACOUSTICS, INC. <small>1244 W. Summit Drive Lubbock, Texas, TX 79401 (806) 740-5200</small>	<small>DRAWING SCALE:</small> NTS	<small>DRAWN BY:</small> AM	<small>CHECKED BY:</small> NTC	<small>DATE:</small> 03/10/09	<small>FILE:</small> VAUX DETAILA.DWG
	<small>1100 Center Ave. SE Suite 100 Seattle, WA 98108 (206) 360-1396</small>				



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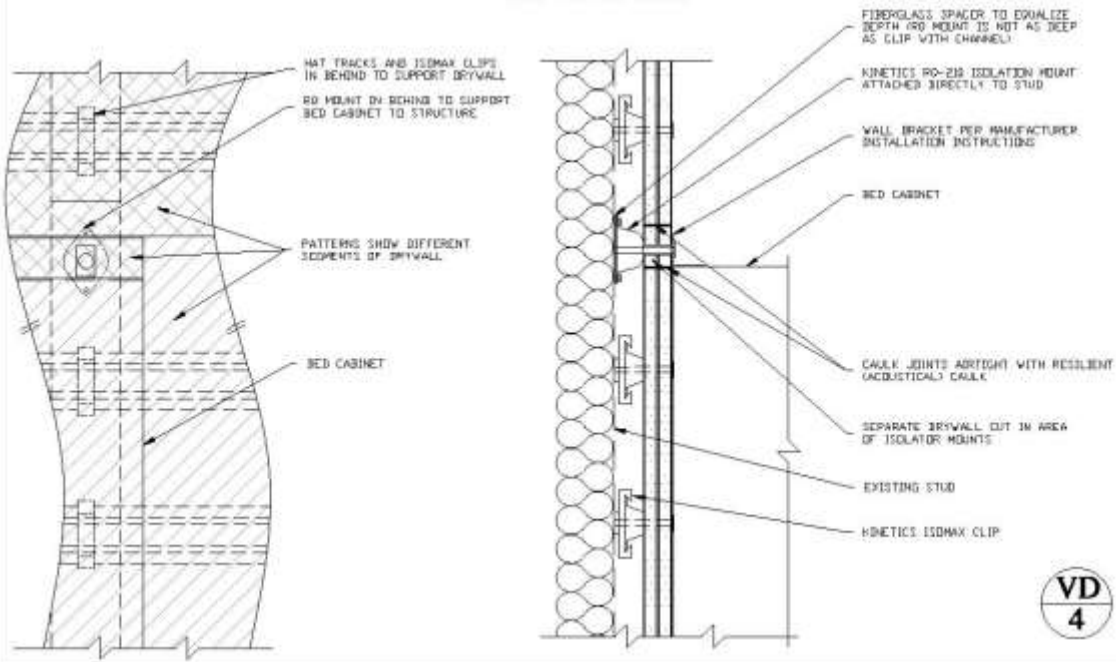
WALL TILE ON RC WALL ACOUSTICAL CONSIDERATIONS

 LISTEN ACOUSTICS, INC. <small>1000 W. Amundson Lincoln, NE 68502 402.478.4200</small>	<small>DRAWING SCALE:</small> NTS	<small>DRAWN BY:</small> AM	<small>CHECKED BY:</small> NTC	<small>DATE:</small> 03/10/09	<small>FILE:</small> VAUX-TM-TALS.DWG
	<small>1200 South 26th St. Suite 201 Omaha, NE 68106 402.478.4200</small>				




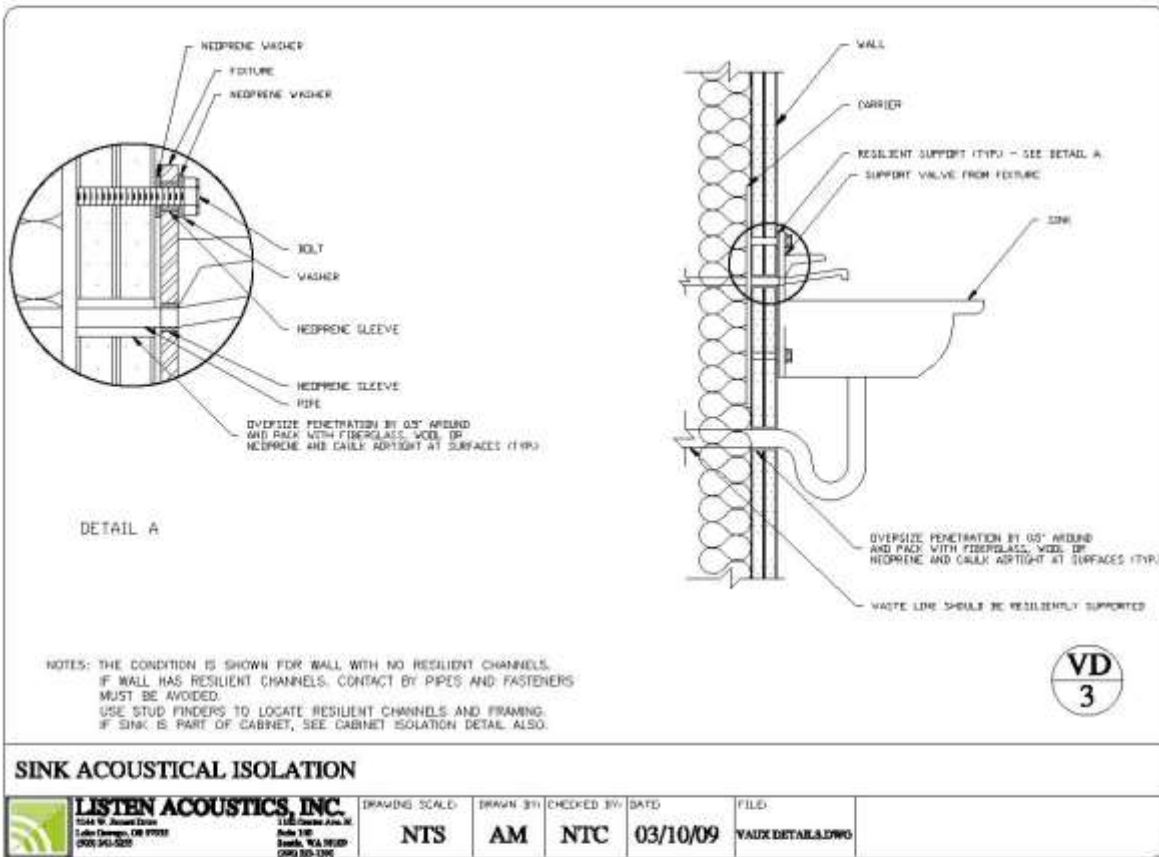
NOTES: THE NUMBER OF CLIPS MUST BE SELECTED TO PROPERLY SUPPORT THE LOAD. CONTACT THE MANUFACTURER'S REP FOR INFORMATION.

EXISTING GYPSUM WALLBOARDS AND RESILIENT CHANNELS TO BE REMOVED AND REPLACED WITH KINETICS ISOMAX CLIPS AND 7/8" HAT TRACKS. RESTORE SAME NUMBER OF 5/8" TYPE 'X' GYPSUM BOARDS.



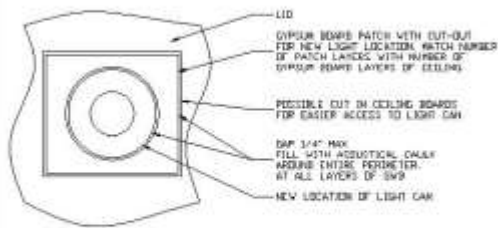
MURPHY BED ACOUSTICAL ISOLATION

 LISTEN ACOUSTICS, INC. 2144 W. Sunset Drive Lake Oswego, OR 97033 (503) 245-0265	DRAWING SCALE: NTS	DRAWN BY: AM	CHECKED BY: NTC	DATE: 03/10/09	FILED: VAUX ARCHITECTS.PWG
	1000 Center Ave. N.E. Suite 100 Seattle, WA 98128 (206) 321-1992				

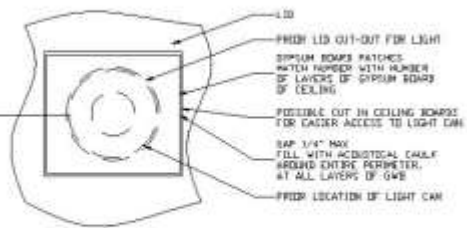


BOTTOM VIEW WITH CEILING SHOWN

NEW LIGHT LOCATION



PRIOR LIGHT LOCATION



ALSO APPLY RECESSED LIGHT BOX-OUT DETAIL AT NEW LOCATION.
SEE DETAILS VD-1A AND VD-1B AS NEEDED - ELEVATION AND BOTTOM VIEWS.

NOTES: CONTACT WITH RESILIENT CHANNELS OF CEILING MUST BE AVOIDED.
USE STUD FINDERS TO LOCATE RESILIENT CHANNELS AND FRAMING
AND ALLOCATE NEW LIGHT LOCATION BETWEEN RESILIENT CHANNELS.



RELOCATION OF RECESSED CEILING LIGHT ACOUSTICAL CONSIDERATIONS

 LISTEN ACOUSTICS, INC. 1544 W. Summit Drive Tukwila, WA 98148 (206) 835-3300	DRAWING SCALE:	DRAWN BY:	CHECKED BY:	DATE:	FILE:
	NTS	AM	NTC	03/10/09	VAUX DETAILA.DWG

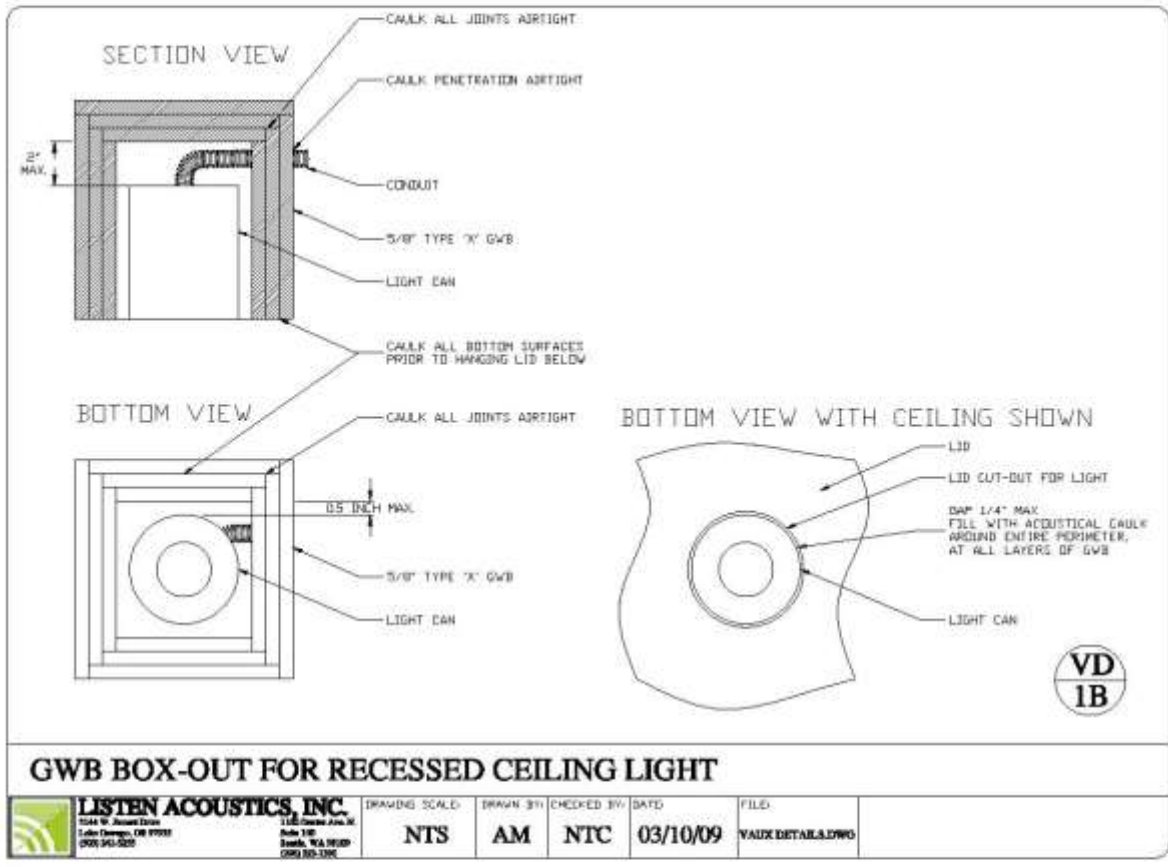




EXHIBIT B — APPLICATION FOR ALTERATION, ADDITIONS OR IMPROVEMENTS APPROVAL

Unit Owner Name (print) _____ Unit # _____

Phone: _____ Fax: _____ Email: _____

Submitted As: Minor Project ___ OR Major Project ___ Plan attached? YES ___ NO ___ Anticipated commencement of work: _____ Anticipated completion of work: _____

Contractor Name _____ Contractor Phone _____

CCB# _____ Estimated value of work: \$ _____ A Certificate of Insurance from

Contractor(s) may be required naming the VAUX Condominium Owners Association listed as an additional insured. Attached? Yes ___ No ___ If not attached you may be required to provide

to Community Manager prior to commencing work. Description of alteration (please type or print):

Please use additional sheet if necessary.

Note: If the project is being submitted as a MAJOR PROJECT, please include the following with submittal: (i) Plans and Specifications, (ii) Architect Letter (iii) Proof of insurance for the architect and engineer(s), (iv) Copy of Contractor CCB License, (v) resumé for contractor and subcontractor(s), (vi) Project Schedule and (vii) Required Permits and Approval. OWNER ACKNOWLEDGEMENTS OWNER fully understands the requirements of this application and agrees to the following: (i) pertinent sections of the Declaration, Bylaws, Rules and Regulations, (ii) Contractors Regulations contained in this policy and guideline, (iii) the cost of an independent review of legal counsel, architects, engineers or other pertinent consultants, on behalf of the Association, if deemed necessary by the Board, (iv) assumes responsibility for any and all damage caused by my/our construction to adjacent units, common areas, (v) agrees to the foregoing terms and certifies to owner’s best knowledge that this application and the material submitted in support of it are true and correct. Owner Signature:

_____ Date: _____

The Vaux Architectural Review Guidelines Page 9 COMMUNITY MANAGER ACTION: Approved as Proposed ___ Approved Subject to Conditions ___ Major Project Required ___ COMMENTS (IF ANY)

NOTE: Any approval by the ARC and the Board is subject to the homeowner obtaining all approvals and permits from any and all governmental and regulatory authorities having jurisdiction over the Work.

COMMUNITY MANAGER ACTION:

Approved as Proposed ___ Approved Subject to Conditions ___ Major Project Required ___

COMMENTS (IF ANY)

NOTE: Any approval by the ARC and the Board is subject to the homeowner obtaining all approvals and permits from any and all governmental and regulatory authorities having jurisdiction over the Work.

EXHIBIT C - The VAUX - Contractor Requirements

1. The unit owner who has contracted the work is responsible for assuring that all contractors adhere to these regulations. Upon receiving approval from the Board to perform alterations/improvements, the unit owner must submit a completed copy of the Application to the Community Manager not less than one (1) week prior to the commencement of Work.
2. Contractor should avoid problems by contacting the on-site person to schedule a site orientation.
3. Working Hours: 8:00AM to 4:30PM M-F,
4. All contractors are required to check in and out of the building with the on-site person M-F. Arrangements can be made in advance by the owner or contractor to limit the number of phone calls or contacts to the on-site person.
5. Prior to the delivery of any equipment and/or materials, contractors must contact the on-site person to arrange for padding and protection of the elevators and floors. If delivery of materials and/or equipment necessitates the extended use of an elevator, that must be scheduled with the on-site person at least 48 hours in advance. Should the on-site person determine that an extended delivery may jeopardize building security, a security guard will be brought in and the responsible unit owner will be assessed the charges.
6. Contractors must park their vehicles on the street or the unit owner's garage space, provided that the vehicle fits appropriately in the space. Absolutely no parking is permitted in the loading zone. Use of the loading zone is permitted for loading and unloading only and must be scheduled with the on-site person.
7. Contractors are required to clean all common areas (i.e. elevators, hallways, etc.) of trash, dirt and dust caused by their work. This shall be done as needed, but not less than once a day by 5:00PM. If the cleaning is not performed or if additional cleaning is required as a result of the work, the responsible unit owner will be assessed any charges incurred by the Association.
8. Contractors are expected to remove all work debris from the property (i.e. sheetrock, carpet, bagged sawdust and/or other debris) on a daily basis. Debris shall NOT be placed in the condominium dumpsters or thrown down the trash chutes.
9. Power tools or other equipment cannot be used in the common areas; nor can material be stored in the common areas. All cutting and/or sawing of materials must be performed inside the unit. All materials and equipment must be stored inside the unit. Storage of equipment or materials on balconies is prohibited.
10. If the Work to be performed requires modification to the plumbing, electrical or structural integrity of the unit, the contractors must contact the Community Manager for approval. If the water needs to be shut off, it will be for a maximum time of one (1) hour, after which, a shut-off valve must be installed to isolate the unit being serviced, unless one already exists.
11. Contractors are to provide first aid and safe working conditions. Contractors are to provide all tools necessary. The Association will not loan its tools or equipment.
12. Any work that will create an odor and/or potentially be a risk to life and safety of other unit owners (e.g. solvent, sealers, lacquers, x-ray to locate, etc.) must be scheduled with management at least seventy-two (72) hours in advance. Any such work not scheduled will be stopped until the requirements of the Association have been met and the unit owner will be subject to fines in accordance with Fine Procedures of the Vaux House Rules.
13. Any "hot work" or work involving soldering, grinding, welding etc. (any work that causes heat enough to start a fire or set off a sprinkler head) must be coordinated through the management company; the COA's insurance company requires us to notify them in advance of any hot work that is going on in the building.
14. Post-Tension Slabs. The building contains post-tension slabs, each of which contains steel tendons located in various places under extremely high tension. Sawing, cutting, coring, or drilling into the post-tension tendons will cause structural damage and can cause serious injury or death. Therefore, in addition to the requirements of Section 7.2 of the Bylaws, in no event shall any owner of a Commercial or Residential unit, or any agents, employees, permittees, or licensees of any owner be permitted to bore, drill or penetrate in any way into the post-tension slab without the prior written consent of the Board of Directors. The Board of Directors will not grant such consent unless the

owner has first presented written documentation to the COA Board from a licensed and bonded contractor that the post-tension slab has been properly x-rayed (pursuant to a schedule arranged with the Board in advance) and that it can be bored, drilled, or penetrated without adverse impact to the components of the post-tension slab. The COA Board shall have the sole and exclusive direction to grant such consent. In exercising its discretion however, The Board of Directors shall in no way be deemed to be endorsing or certifying the quality, safety or accuracy of such Work itself. Any such Work shall be undertaken by owner at owner's sole risk, and the COA Board shall have no liability whatever for any consequences of such Work .

15. Unit owners are required to make this Addendum integral to all contracts entered into between unit owner and contractor.
16. The unit owner will be assessed for any expenses incurred by the Association for noncompliance with these regulations.
17. Work Standards
 - a. Work shall be performed in a first-class and workmanlike manner. Any request for work to be performed outside of normal business hours must be submitted in writing to the Community Manager for approval.
 - b. Contractors must comply with all relevant governmental or any regulatory requirements and obtain any and all permits required prior to commencement of Work. Further, all contractors must observe such reasonable rules and regulations as may be adopted and published by the Board from time to time for the safety, care and cleanliness of the building and its occupants, the preservation of good order and the administration and management of the Condominium.
 - c. Contractors will be held accountable for damage to any common area of the building, and, at the direction of the Community Manager, must repair all damage. The Community Manager has the discretion to select an independent contractor to perform the repair. Cost of said repairs will be assessed to the unit owner.
 - d. Construction work that is viewed as disruptive (i.e. core drilling, noise issues) must be coordinated with the Community Manager prior to performing such Work.
 - e. Each contractor and its subcontractors must coordinate deliveries and work requiring access to entrance, stairwells, elevators and common areas with the on-site person in advance of work commencing. Providing prior notification and explaining the nature of the work to be performed helps staff determine the level of protection (protective padding etc.) to have in place in the elevator and elsewhere in the building prior to your arrival. Vendors arriving without prior notification may be subjected to delays and could possibly be denied building access.
 - f. Contractor must request approval and coordinate any testing relating to the building systems with the Community Manager prior to the testing event.
 - g. Construction materials or work requiring heavy equipment (i.e. crane or window removal for access) will require coordination with and written approval from the Community Manager.
 - h. All Work shall be performed in accordance with the standards of the industry as stipulated by the appropriate professional organization for the trade performing the Work (i.e. ASHRAE, SMACNA etc.).
18. Contractor shall provide certificates of insurance to the Community Manager prior to commencing construction, specifying proof of liability insurance of at least \$1,000,000 per incident and proof of Workers Compensation insurance in accordance with the laws of the State of Oregon. The VAUX Condominium Owners Association must be listed as additional insured.
19. The requirements and obligations stated herein shall extend to all subcontractors retained by the contractor to perform any aspect of the work on the project.
20. Vaux Acoustical Details are required to be followed and are attached as Exhibit A
21. No smoking is allowed in the VAUX facility and common areas.

22. If contractor does not abide by these Contractor Regulations, a Regulation Enforcement Fee may be assessed against the unit owners in accordance Fine Procedures of the VAUX Condominiums House Rules.

Minor Infractions

First Infraction: \$75.00FineSecond infraction: \$\$150 Fine

Third and subsequent violations \$300 Fine

Major Infractions

First infraction: \$2,000 Fine

Additional infractions: Fine will double upon each additional infraction

The assessment of a Regulation Enforcement Fine(s) and the level of infraction will be at the sole discretion of the Board. The unit owner has the right to appeal, in writing, any assessment imposed before the Board.

**EXHIBIT D - ALTERATION, ADDITIONS OR IMPROVEMENT
IMPORTANT CONSTRUCTION GUIDELINES**

1. Do not insert fasteners or drill more than ¾” into the ceiling or concrete subfloor of your condominium. Some concrete floors and ceilings of the VAUX contain cables that support the floors. Damaging these cables will cause structural damage to the building.
2. Sprinklers, fire alarms and smoke detector systems should not be modified in any way. Report any problems or defects to the Community Manager.
3. Report any water leaks to the on-site person during working hours or the Community Manager emergency line immediately.
4. Do not drill into concrete columns or floor slabs without the approval of the Community Manager.
5. Do not modify the building envelop in any way, including drilling into the exterior wall system.
6. Do not modify the demising walls between units or corridor walls without plans being approved by the Architectural Review Committee and the City of Portland as this may void acoustic or fire rating of the walls.
7. Do not modify floor assemblies without the approval of the Community Manager, as this may void the acoustic rating of the floor/ceiling assembly.
8. Maintain a minimum temperature of 50 degrees in your unit at all times so that the sprinkler system/water lines are not In danger of freezing.
9. Follow design guidelines for balconies and terraces.
10. The maximum garage height clearance is 8 feet 2 inches.

**EXHIBIT E - DECLARATION OF CONDOMINIUM OWNERSHIP FOR THE VAUX
CONDOMINIUMS**

Dated: September 1, 2006

Definition of Unit (Excerpt from Declaration)

4.3.1 Primary Units. Each Primary Unit shall be bounded by (i) a vertical plane at the center of the air space between adjoining units; (ii) on exterior walls, the inside surface of the exterior skin and a vertical plane at the inside surface of the exterior windows; (iii) for other walls, a vertical plane at the exterior face of the studs; (iv) the top surface of the floor slab; and (v) the interior surfaces of the structural ceilings. Primary Units shall include all lath, furring, wallboard, plasterboard, plaster, paneling, tiles, wallpaper, paint, finished flooring and any other materials constituting any part of its finished surfaces, except those portions of the walls, floors or ceilings that materially contribute to the structural or shear capacity of the Condominium. In addition, each such Unit shall include the following: (a) all spaces, nonbearing interior partitions, exterior doors, and all other fixtures and improvements within the boundaries of the Unit; and (b) all outlets of utility and communication service lines, including but not limited to power, lights, gas, hot and cold water, heating, refrigeration, air conditioning and waste disposal, security, cable television and telephone, within the boundaries of the Unit, but shall not include any part of such lines or ducts themselves. In addition, Primary Units with a fireplace shall include the fireplace box within such Primary Unit's boundaries as described above, but shall exclude the vertical chase or flue serving such fireplace.