

## UNIT RENOVATION PROCEDURES

1. Submit written description of planned scope of work to the Board of Directors. Drawings will be required.
2. Apply with City of Aspen for building permit or provide Board with a letter from the City stating a building permit is not required.
3. Any modification to the structural aspects of the building will require engineering specifications to protect the structural integrity of the building.
4. Any modifications to the common electrical or plumbing must be performed by a licensed electrician or plumber as appropriate. The Association makes no representation that plumbing or electrical are adequate to accommodate planned renovation.
5. Any modification to the structure of the building, common electrical or common plumbing will require that the association be indemnified against any association loss as a result of the modification.
6. Any encroachment into common areas as a result of the renovation will require a license agreement with the association which will indemnify the association against damage resulting from the encroachment and allow the unit owner and successors a license to use the common area.
7. Other conditions, restrictions or requirements as the scope of the work may require and the board of directors deems appropriate.
8. The unit owner will be responsible for expenses for management to facilitate the renovation request to the board, legal fees incurred by the association for advice pertaining to protecting the condominium association and/or preparation or review of license and/or indemnifications as may be appropriate based on the scope of the work.