

February 7, 2008

To: All Schooner Bay Owners and Agents

Re: Application For Structural/Non-Structural Addition, Alteration, or Improvement To Unit Or Limited Common Area

Enclosed please find a copy of the above form which is being introduced by the Association as part of a process to allow the Board to approve, monitor, and control these activities for the benefit of the collectivity of unit owners.

Background- The Association, through the elected Board is responsible for ensuring compliance with the Condominium Declaration and By-Laws including Article XII, Section 5 as well as Article XIV, Section 5, both of which are also enclosed. The purpose of XII (5) is to provide a process to assure that any addition, alteration, or improvement to units, galleries and vestibules is safe, sound, and in keeping with the overall aesthetics of the property. As part of XIV (5), the Board feels it has an obligation to control construction noise and property disruption due to the related work to appropriate times.

The property is now over 20 years old and there is an increasing interest, on the part of owners, particularly new owners, to improve their property. This is a good thing and the board supports and encourages improvement activity. However, because we are a condominium, whereby all the property, except the air space in a unit, is mutually owned by all of us, the board must be involved in the process, and, in accordance with its responsibilities under the by-laws must approve both the plans and finished work product.

Virtually, anything you do to change or alter your unit, or decorate or alter your gallery or vestibule needs to be applied for through this form. Some examples;

Galleries and vestibules- any planned screening, paint, wall hanging or electronic receiving dish.

Unit Interiors- Air conditioners (particularly change to split system a/c) , entry doors (painting or replacement); floor tile repair or replacement; major repair, renovation, or relocation of walls or ceilings; replacement, renovation, or relocation of cabinets, toilets, showers, tubs, hot water heaters, ceiling fixtures and anything else that is attached or affixed to your unit or planned on being attached or affixed to your unit.

Work Times- As you will note in the application, work times are being limited so as not to cause disruption on the property during typical “quiet” times as well as during the winter season.

Process- Please submit application and allow for minimum 15 day board review and approval time (except for emergencies). The board, staff, and when necessary, a VI licensed building inspector will inspect and approve all work. In more complex

renovations, unit owners will be responsible for paying the fees of attorneys, engineers, architects, building inspectors and other professionals retained by the association to protect the common interest. Fines and stop work orders may be issued for non-compliance.

We thank everyone for their co-operation on this important initiative.

Schooner Bay Condominium Association
Application For Structural/ Non- Structural Addition, Alteration, Or Improvement To
Unit Or Limited Common Area

The Board and the entire association are supportive and encouraging of owners who want to improve their units. However, there are provisions in the association documents by which we all must abide and for which the Association Board, by law, is required to monitor and enforce, specifically, in regard to improvements:

Article XII, Section 5(a) of the Schooner Bay Association by-laws (reproduced for your convenience on the back of this form) requires board approval for any structural additions, alterations or improvements to your unit or limited common area which adjoins your unit (galleries, vestibules) as well as non-structural additions, alterations, improvements or decoration to or of any limited common element. Significant floor tile and dry wall repairs are considered as alterations. Complete definitions of all condominium terminology are contained throughout the condominium declaration and by-laws which you received when you purchased your unit and are also available at www.schooner-bay/admin. These documents are legally binding to both owners and the Board and it is each owner's responsibility to be familiar with these documents and abide by their provisions.

Effective February 10, 2008, all applications must be in writing submitted on this form with 2 copies of supporting plans, specifications and other documentation described in Section 5(a). In some cases, the Board may also require the assistance of legal, architectural, engineering or construction professionals to review and inspect any changes, alterations or improvements, For large scale projects, the applicant may be responsible for any related fees the Board incurs during this process plus possible reimbursement for management time and administrative costs to process the application and inspect any work. To get started, please complete the following:

Type of Request (circle one): Unit Limited Common Area (vestibule/gallery)

Type of Work: Structural Non-Structural

Category (circle): Addition Alteration Improvement Decoration Replacement

Description (use additional paper if necessary) _____

Construction dates (Start) _____ (Finish) _____ (No construction 12/15-4/15)

Contractor/Phone _____ Architect/phone _____

Supplier (s) _____

I have read and understand the provisions of Article XII, Section 5 (a) and associated requirements and am making application accordingly, I agree that, if approved, contractor work hours will be limited to 7am-5pm M-F and 9am-1pm Sat. There will be no work performed Sunday or Federal and Territorial Holidays. My contractor will provide weekly schedule to office.

Unit Number _____ Owner (s) Name (print) _____

Signature(s) _____

