

Appendix A
Redecorating, Remodeling, or Repairs Checklist

The checklist below shall be followed to avoid any fees associated with not abiding by the Turnberry Rules and Regulations when redecorating, remodeling, or repairs are to be performed within a unit by the unit owner/renter or a contractor, worker, or repairperson hired by the unit owner/renter.

- **Before redecorating, remodeling, or repairs are to be performed**
 - A \$300 contractor's deposit must be placed with the Management Company, prior to any remodeling or construction.
 - Residents who lease a unit must have the prior written approval of the unit owner before any alterations may be made and submit a copy of the approval to the Management Company.
 - All contractors are required to submit a Certificate of Insurance to the Management Company naming Turnberry Condominium Association, its Board of Directors, and its managing agent as additional insured parties. The policy should provide \$500,000/\$1,000,000 bodily injury and \$1,000,000 property damage.
 - All permits required by the Village of Buffalo Grove building and fire codes should be obtained by the unit owner and copies shall be submitted to the Management Company.
 - If large and/or heavy items will be brought in and out of the building, please notify the Management Company 48 hours prior to date so the elevator can be reserved and prepared for your use.
 - Contractor(s) shall be scheduled to start work no earlier than 8:00AM and end all work no later than 5:00PM.

- **During the time redecorating, remodeling, or repairs are performed**
 - Only the garage door will be used to bring in and take out supplies, parts, and materials.
 - Contractor (s) will not loiter in the lobby or hallways of the building.
 - All work will be performed within the unit. All supplies, materials, and tools must also remain within the unit.
 - All debris will be removed from the building in covered containers.

- Contractor (s) will provide total protection to the Common Elements of the building, including, if necessary, drop cloths to cover the hallway carpeting. The drop cloth must be removed at the end of each day.
- The hotel carts will not be used to transport construction material or any items which may damage or soil them.
- **Additional Requirements (if applicable)**
 - A unit owner who desires to install, remove, or replace **flooring** in the unit must first apply, in writing, to the management company for such a change and receive approval in writing.
 - Residents must notify the Management Company and the Board of Directors if they install "**water furniture**" and present evidence that their homeowner's insurance will cover any damage caused by such "water furniture" to Common Elements, Limited Common Elements, or the individual property of other unit owners.

If, due to the act of the unit owner or a contractor(s) hired by the unit owner, (a) damage is caused to the Common Elements, or to a unit, or to units owned by others; or (b) if maintenance, repairs, or replacements are required to the common elements or another unit, then the unit owner is obligated to pay for such damage, maintenance, repairs, and replacements as determined by the Board of Directors.

For additional information, see Turnberry Rules and Regulations.