



CONSTRUCTION POLICY

Revised November 22, 2008

Failure to comply with the HVCA Construction Policy will result in fines being assessed to the Unit Owner in accordance with the HVCA Fine Schedule.

Application: A HVCA Construction Application must be submitted for any alteration or addition to any unit or exclusive use land prior to work commencing. If a Unit is to be demolished and rebuilt, a set of construction drawings detailing the elevations of the new Unit as well as the current and proposed location of the Unit must be provided with the Application. A current plot plan must also be submitted with the Application. A certified as-built plot plan must be submitted to the HVCA office after the rebuild is complete. All restrictions as determined by the General Manager and the Board of Directors and indicated in the Order of Conditions will be strictly adhered to.

All applications will be reviewed by the General Manager and approval determined as follows:

- A. Construction not requiring Town permits and/or impact review
 - Construction Application approval with discretion of the General Manager
 - Order of Conditions issued if applicable
- B. Construction requiring Town permits
 - Building Permits submitted to HVCA prior to construction commencing
 - Order of Conditions issued if applicable
- C. Construction requiring impact review
 - Impact Review procedure will be implemented and completed prior to approval
 - Order of Conditions issued if applicable

Impact Review Policy

1. Applicant will be notified if an Impact Review is required and of their financial responsibility pertaining to the review.
2. Applicant may be required to construct a silhouette indicating the outline of their proposed construction.
3. The Impact Committee will conduct an on-site review.
4. If it is determined that any Unit Owner is impacted negatively by the proposed construction, a letter will be sent by regular mail and certified mail to that Unit Owner. The letter will state the applicants proposed construction and the possibility of a negative impact to the Unit Owner. Objection or approval to the proposed construction must be received in writing by the HVCA office within 30 days. Failure to respond within 30 days will be construed as approval of the work.

5. If all Unit Owners impacted by the construction do not object, the Impact process is complete and the Application will be approved.
6. If a Unit Owner objects to the construction, the following procedures will be implemented:
 - The General Manager will intervene and attempt to resolve the differences in an amicable manner.
 - As soon as possible, the Board of Directors will schedule a meeting between the Board, the Applicant and the Unit Owner(s) objecting.
 - The Board of Directors will then approve, revise or deny the application based on all information submitted.

Construction Requirements and Schedules

1. The Order of Conditions issued by the Association must be complied with.
2. Major renovations and rebuilding of a Unit require maximum safety precautions to be taken during the entire demolition and construction process. A secured 3 foot snow fence must surround any excavation area.
3. No contractor will traverse over or store materials on any common area or exclusive use land area without first obtaining written approval from the Association or affected Unit Owner.
4. If any common area or exclusive use land area of another Unit Owner is disrupted or damaged, it is the Applicants responsibility to repair any and all damages that occur during the construction. Any and all repairs of damages occurred will be completed to the satisfaction of the Association and/or Unit Owner affected.
5. The Unit Owner must keep his exclusive use land area maintained at all times. The Unit Owner will be allowed 30 days to remove all construction debris from the construction site and Association property.
6. A Unit Owner who razes and rebuilds his entire Unit has **eighteen months from the date of the permit** to rebuild and complete the exterior of the Unit, as well as repair and make presentable the exclusive use area surrounding the Unit.
7. A Unit Owner who performs any other repairs, alterations or additions to their Units or exclusive use areas, will have **6 months from the date of the permit if required or the date of the Construction Application** to complete the work in a professional manner.

Casualty Loss

In the case of a Casualty Loss the Unit Owner will be obligated to comply with the Association's Master Deed, By-Laws and Construction Policy and Procedures.