



irving street lofts

Construction in Irving Street Loft Units An Owner's Guide

This document is intended to help those ISL unit owners (or tenants) who are contemplating or planning to construct improvements in their units. It collects, summarizes and attempts to explain the detailed requirements contained in the *ISL Information Handbook, Rules & Regulations*.

Consider this document as a starting point. Before making a commitment to a construction project, **it is important that you review and understand all applicable bylaws and all applicable rules and regulation requirements related to this activity. Failure to comply may result in enforcement procedures as defined in the most current, adopted rules.**

The reasons for these rules and guidelines are basic:

- 1) To insure all improvements comply with building codes, and insure the construction work is lawfully permitted, inspected, and approved by the City.
- 2) To minimize the impact of your construction on your neighbors.
- 3) To prevent damage to the existing building, its common areas and utilities.
- 4) To insure that ISL does not incur costs due to inappropriate related construction activities.

Whether performing the work yourself, or having it done by others under your direction, you as owner are the responsible party. It is, therefore, your responsibility to insure that all participants under your direction are aware of ISL's requirements and comply with them.

Definition & Board Notification

What constitutes construction?

The Bylaws, Article 8.2, Paragraph (f) states: *"Each unit owner shall be required to notify the board of directors of all improvements made by the owner to his or her unit, the value of which is in excess of Five Hundred Dollars (\$500). Nothing in this paragraph shall permit an owner to make improvements without first obtaining the approval of the board of directors pursuant to Section 7.2."* (This paragraph is contained in the Insurance article and is intended to insure full coverage for all fixed improvements.)

Codes

As a Class 1 structure, ISL's construction is highly fire resistant. Walls and doors that separate spaces are designed to contain and slow the spread of fire. Additions or modifications to units by the owners or tenants shall be in compliance with the ISL bylaws, the *ISL Information Handbook, Rules & Regulations*, and City of Portland building code and permitting requirements. Failure to comply could jeopardize our insurance coverage [BY Article 7.5 (j)] and in the event of an associated claim, could potentially shift liability to those responsible for any improper construction.

While the codes and permitting process will specifically dictate, the following are particularly significant:

- ✓ As a "commercial" building, metal-framing, not wood-framing is required.
- ✓ The system's sprinkler system design must not be compromised. Construction which results in new enclosed spaces must be either fire-proof or properly sprinkled.

Contractors

If utilized, contractors should be appropriately bonded and insured. When selected, the owner shall provide the ISL Board's Architectural

Committee with the name of the general and all subcontractors employed.

Except in an emergency or to notify an offending party when a violation is observed, ISL representatives will not directly contact contractor personnel. Questions, issues, or problems will be brought directly to you, the owner, to address and correct.

Work Area

Construction contracts often refer to the "work area." A contractor may view this to be your specific unit only. It must be clear that the work area extends to the entire building in these specific cases:

- ✓ References to removal of debris from the "work area" must be interpreted as removal from the building.
- ✓ References to maintaining a clean work area must be interpreted as keeping the building's common areas clean as well. Dirt and debris deposited in common areas as a result of your construction that is cleaned up by ISL personnel will be bill to the owner.

Construction must be contained within your unit. Halls and other common areas of the building are not to be used for storage, assembly and construction activities.

Work shall not extend beyond the legal platted space of your unit into adjacent units owned by others or into common areas (see Bylaw Article 4.3). If the design contemplates or needs to extend beyond your unit for any reason, approval must be requested and secured from the owner of the space--the Board in the case of any common area. If the request is deemed "significant," the Board may require a formal easement which, by Bylaw, must be approved by 75% of the owners.

Building Soundness

Project design and subsequent construction must not impair the building's structure, its utility systems, or its exterior or common areas

visual appearance.

Building utility services (electric, sewer, water, etc.) or services to other units **shall not** be interrupted without scheduling and notifying Management and affected owner/residents well in advance. Service shutdowns shall be planned and executed to minimize any service interruptions. -

BE VERY CAREFUL WHEN WORKING AROUND ANY SPRINKLER HEAD SINCE THEY WILL FLOW IF BROKEN BY PHYSICAL ACTION. The result will be a large flow of water with resulting flooding and water damage—and potential liabilities associated with same. Water will continue to flow until the fire department arrives and making certain there is no fire, they will authorize the shut down of the system's water supply.

Note: Modifications to the sprinkler system must be performed by a City licensed sprinkler contractor. The building's system relies on 3 large water storage tanks located in the penthouse area. Basic Fire Protection is recommended since they are most familiar with the uniqueness of the system and understand the challenges of resetting the system after changes have been made. If any sprinkler work is performed by a contractor other than Basic Fire Protection, ISL will have Basic Fire Protection inspect the completed installation and make corrections as necessary at the unit owner's cost.—a potentially expensive proposition.

Building Access & Security

Providing access to the building to your unit by your contractor personnel is your responsibility.

- ✓ If you provide keys to the building to contractor personnel, you will be assuming responsibility for those who use them and to retrieve them at the completion of your project.
- ✓ Contractor activities must not compromise building security. They should be instructed to close all doors, the loading dock overhead door in particular, when not actually being used or when not present. NOTE: The loading dock is intended for

loading and unloading activities only; it is NOT to be used for extended parking.

- ✓ ISL's contract with our property management firm, Community Management, Inc., does not include specific support of private construction projects. They will not assume the responsibility and liability of providing access to the building or to individual units by unknown persons claiming to be your contractors. (Owners may approach CMI for support at owner cost, provided documented information and corresponding identification is supplied.)

Elevators

- ✓ The building's freight elevator shall be used to transport tools, construction materials, or appliances. The passenger elevator is for personnel only.
- ✓ The freight elevator is accessible via the loading dock located on the east side of the building. When the overhead door is closed, there is no means of access from the outside—the overhead door must be opened from the inside. This overhead door and the adjacent inner doors are never to be left open, unattended. Doing so offers easy access by unauthorized individuals to both the storage area and to all floors via the freight elevator.
- ✓ ANYONE using the freight elevator must first be trained in its proper use. As owner, insuring this is your responsibility. A *How to Operate ISL's Freight Elevator*" document must be provided to your workers or contractor before work starts. Copies are available from Management.
- ✓ If you, your contractors, sub-contractors, or suppliers need the elevator for an extended period, it is highly recommended that you schedule it in advance with ISL on-site staff. This is good practice since a resident may moving in or out and scheduling prevents conflicts.

Construction Period

Any construction which produces noise must be limited to the following time periods:

8:00 AM - 6:00 PM, Monday through Friday

10:00 AM - 6:00 PM, Saturday and Sunday

While there are no limits on the total construction period, to minimize the impact on all involved, a get-it-over-with policy is strongly encouraged.

Noise & Odors

Excessive noise is a common byproduct of construction. The concrete construction of the building insures that activities such as hammer-drilling, pounding, dropping and dragging material travel all too well throughout the building. In addition to the work schedule limits defined above, efforts should be made to minimize the level and duration of noise generating activities.

Construction byproducts, such as sandblast dust or odor producing volatiles (safely vented outside), must be contained and not be allowed to spread to adjacent units or common areas.

Cleanliness

You as owner are responsible for insuring that construction dirt and debris are not deposited in common areas--any area within the building.

- ✓ Demolition and/or construction debris must be removed from the building and disposed of legally. The trash chute and compactor are not designed for construction debris and using it for same will be considered a violation. Leaving this debris in the freight elevator vestibule or in the loading dock area will also be considered a violation.
- ✓ Care shall be taken to protect common elements. Common area doors, walls, floors, and carpeting must be protected. The immediate area in the front of the unit's door is particularly susceptible to damage and dirt accumulation. These areas should be protected and kept clean at all times. If it is determined necessary, Management will perform cleanups at the owner's cost.
- ✓ Storage of tools, materials supplies in common areas is not

acceptable and ISL accepts no responsibility for the loss of anything so stored.

Contractor Guides

A document, *Irving Street Lofts, Construction in Units, Contractor Guidelines*, specifically tailored for contractor personnel, reflecting all of the above is available. Any owner and/or resident responsible for a contractor working in this building must provide their contractors with an adequate number of these documents to distribute to their personnel and subcontractors **before they initiate work**.

As specified in the Elevator paragraph above, the owner is also responsible to provide their contractor personnel with an adequate number of copies of "How to Operate ISL's Freight Elevator" guide, and demonstrate its proper use, again **before they initiate work**.

Notification

The owner shall notify Irving Street Lofts at least one week in advance of construction and/or remodeling work. Identify the name of the contractor or contractors responsible for the work with related contact telephone numbers.

Enforcement

As owner, you will be responsible for your project and the individuals and companies who perform the work. If the work is performed in accordance with these rules, your neighbors will likely exhibit a reasonable degree of tolerance, at least for a while. Try to not test those limits.

Do what you can to limit the duration of the type of activities that would irritate you if you were on the other side of the wall. Formally or informally let your immediate neighbors, including those above and below, how you are progressing and warn them in advance when the more "serious" events are scheduled. Most important of all, get it done.

