



## **RED PINE TOWNHOMES, DBA CANYON TOWNHOMES**

### **REMODEL & CONSTRUCTION POLICY**

**Effective 2026**

**Prepared by Gilded Key Hospitality**

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#### **WELCOME RED PINE TOWNHOME OWNERS**

**Red Pine Townhomes, DBA Canyon Townhomes, along with Gilded Key Hospitality, is committed to protecting the structural integrity, safety, and peaceful enjoyment of the community. To ensure consistency, compliance with Summit County building codes, and minimal disruption to neighboring units, all owners must follow the procedures in this Remodel & Construction Policy before beginning any remodel or alteration work.**

**Failure to comply may result in fines, work stoppage, loss of deposit, and/or required removal of non-compliant work at your expense.**

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#### **1. APPROVAL REQUIRED BEFORE ANY WORK BEGINS**

**Before starting any remodel or alteration, you must:**

**Submit your complete remodel application to Gilded Key Hospitality.**

**Your submission must include:**

- **Full written scope of work**
- **Drawings, diagrams, and specifications**
- **Contractor information**
- **Required permits**
- **Insurance certificates**

**No work may begin until written approval is issued.**

**Unauthorized work is subject to double fees, fines, and potential removal of non-compliant construction.**

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## **2. PRE-CONSTRUCTION REQUIREMENTS**

### **A. Pre-Construction Walk-Through**

**If your project involves structural changes, plumbing, electrical, HVAC, windows, doors, flooring, water heaters, or any work requiring a Summit County building permit, a walk-through is required before approval.**

**The walk-through must include:**

- **Your contractor**
- **Gilded Key Hospitality (billable at \$70 per hour)**
- **You (if available)**

**This meeting confirms project scope, code requirements, access logistics, and community expectations.**

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### **B. Contractor Requirements**

**Your contractor and all subcontractors must provide:**

- **Valid contractor license**
- **General liability insurance**
- **Workers' compensation insurance**
- **Red Pine Townhomes, DBA Canyon Townhomes listed as Additional Insured**
- **Minimum coverage: \$500,000 per occurrence**

**If you self-manage the project, you must provide equivalent liability coverage.**

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### **C. Required Permits**

**You or your contractor must:**

- Obtain all required Summit County building permits
  - Provide copies to Gilded Key Hospitality
  - Post permits in the front window of your unit for the duration of the project
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### **3. CONSTRUCTION DEPOSIT**

A \$2,000 refundable construction deposit is required for all remodels and alterations.

The deposit must be submitted to Lorrie Allen at The Accounting Place at the time the remodel application is filed.

It will be held in trust on behalf of the Association until the project is completed.

The deposit covers:

- Damage to common areas
- Additional cleaning
- Violations of construction rules
- Unauthorized debris disposal
- Excessive noise or disruption
- Failure to follow approved plans

Your deposit will be refunded after:

- Final inspection is passed
  - No violations or damages are recorded
  - All debris is removed from the property
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### **4. CONSTRUCTION RULES**

#### **A. Work Hours**

- Monday–Saturday: 8:00 AM – 6:00 PM MST
  - No work permitted on Sundays or holidays
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#### **B. Cleanliness & Protection of Common Areas**

**You and your contractor must ensure:**

- **All debris is removed offsite daily**
  - **HOA dumpsters are not used**
  - **Contractors may utilize the unit's open parking space for a dumpster and to stage materials in the unit's covered parking space, so long as the area is kept clean and orderly at the end of each workday.**
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### **C. Noise & Disruption**

- **Construction noise is prohibited outside approved hours**
  - **You are responsible for ensuring contractor compliance**
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## **5. PROJECT TIMELINE & INSPECTIONS**

### **A. Timeline Requirements**

**You must provide:**

- **Estimated start date**
- **Estimated completion date**

**Delays must be reported to Gilded Key Hospitality.**

**Approval expires after 12 months if work has not begun or has stalled. Extensions may be granted at the Board's discretion.**

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### **B. Inspections**

- **Gilded Key Hospitality and/or the Board may inspect work at any time, with or without notice**
  - **You must provide reasonable access**
  - **Summit County final inspection is required**
  - **Final approval documentation must be submitted to Gilded Key Hospitality**
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## **6. LIABILITY, DAMAGE, AND INDEMNIFICATION**

### **1. Owner Liability for Damage**

**Owners assume full responsibility for all injuries, damages, or losses to common areas, limited common areas, or other units arising from the remodel or alteration.**

### **2. Association Right to Cure**

**If the owner fails to correct damage or violations in a timely manner, the Association may perform the work and assess all costs—including labor, materials, administrative time, and legal fees—against the owner.**

### **3. Indemnification**

**Owners agree to indemnify, defend, and hold harmless the Association, its officers, directors, employees, agents, and management company from any and all claims, losses, damages, liabilities, or expenses (including attorney fees) arising from:**

- **The remodel or alteration**
- **The actions or negligence of the owner, contractor, subcontractors, or workers**
- **Any violation of building codes or Association rules**

### **4. Contractor Conduct**

**The Association may deny access to any contractor deemed unsafe, unprofessional, or non-compliant with Association rules or applicable law.**

### **5. Concealed Conditions**

**Any building or fire code violations discovered during construction must be corrected at the owner's expense. The Association is not liable for injuries or damage resulting from concealed or unreported conditions.**

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## **7. ENFORCEMENT & PENALTIES**

**If you or your contractor violates this policy, the HOA may:**

- **Impose monetary fines**
- **Suspend work**
- **Remove contractors from the property**
- **Revoke approval**
- **Require removal of non-compliant work**

- Repair damage and bill you for all costs

**Late Project Penalty:**

If your project exceeds the 12-month approval window without an approved extension, fines of \$150 every 10 days may be assessed.

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**8. DISPUTE RESOLUTION**

Any dispute related to remodel approval, compliance, or enforcement must proceed to mediation before legal action may be taken.

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**9. REMODEL / ALTERATION APPLICATION REQUIREMENTS**

Your application must include:

- Owner and contractor information
  - Full scope of work
  - Permit documentation
  - Insurance certificates
  - Start and end dates
  - All drawings, diagrams, and specifications
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**9A. APPLICANT & CONTRACTOR INFORMATION**

Townhome Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

(N/A if cosmetic work such as flooring or painting)

Contractor Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

License #: \_\_\_\_\_

**Subcontractor #1:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Subcontractor #2:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Subcontractor #3:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Anticipated Start Date:** \_\_\_\_\_

**Anticipated End Date:** \_\_\_\_\_

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## **9B. SCOPE OF WORK DESCRIPTION**

**Brief Description of Project:**

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**Full Scope of Work:**

**(Attach additional pages if needed)**

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**Attachments:**

- Drawings / diagrams**
  - Specifications**
  - Product cut sheets**
  - Contractor proposal**
  - Additional documents**
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## **10. SIGNATURE ACKNOWLEDGMENT**

**By signing below, you acknowledge that you have read, understand, and agree to comply with the Red Pine Townhomes, DBA Canyon Townhomes Remodel & Construction Policy.**

**Owner Printed Name:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contractor Printed Name:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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