

**LeConte Towers Home Owners Association, Inc.
Board of Directors**

April 30, 2006

Please add the enclosed Unit Remodeling Guidelines to your Home Owners "Blue Book".

If you have questions about the Guidelines, please contact any board member.

September 2, 2005

Architectural Committee

Functions of the committee.

- The Architectural Committee will represent the LeConte Towers Homeowners Association Board on matters concerned with Unit remodeling in accordance with the provisions of the Master Deed.
- The Architectural Committee will provide guidance to unit owners when they plan to remodel in order to make the job easier. For example:
 - The committee has procured and reviewed the Architectural, mechanical, and structural drawing sets for both buildings and can help unit owners plan remodeling tasks.
 - Simplified drawings of several units have been prepared for reference use. Others will be prepared in the near future.
 - Contact has been established with the Gatlinburg Building Inspection Services in order to better appreciate the city's requirements for construction within multifamily buildings such as ours.
 - Building code information is being accumulated for use by Unit Owners.
- The Architectural Committee will maintain appropriate records regarding remodeling projects.

**LeConte Towers Architectural Committee
Attic Storage room construction Standards.
Temporary.**

Storage Rooms shall be constructed as shown below. Materials conform closely with the wall materials used within the units and should meet city standards for multifamily residences.

- Floor beams shall be 2" x 6" steel set on 16" centers.
- Reinstall fiberglass insulation.
- Floor shall be 3/4" Plywood.
- Sidewalls shall be 2" x 4" steel set on 16" centers and 8' in height where possible.
- Walls shall use minimum 1/2 " drywall.
- Storage unit ceiling should support maintenance workers. Most units use ceiling beams on 12" centers when 2 x 4 beams are used and 16" centers when 2x6" beams are used. Most use drywall material. This design has not been analyzed , and it is very easy to puncture ceilings of dry wall. Particle board would be safer.
- Electricity. 120v AC. City codes specify Armored cable or emt conduit. Armored cable should be 12ga X 3 conductor designated BX or MC cable. EMT should be sized for the same 12 ga, 3 conductor wire. 1/2" conduit is sufficient.
- A single light and switch may be installed.
- Power source will be specified by the Architectural Committee.

January 30, 2006

To: LeConte Towers Condominium Unit Owners
From: LeConte Towers Association Board of Directors
Prepared by: Architectural Committee
Subject: **LeConte Towers Unit Remodeling Guidelines.**

The purpose of this document is to clarify those portions of the **LeConte Towers Master Deed** that apply to Remodeling. This document does not replace nor override the Master Deed.

We have separated Unit remodeling into three categories as follows:

- **Category 1.** Remodeling work that does not require approval of the HOA Board.
- **Category 2.** Remodeling work that may require prior approval by the HOA Board.
- **Category 3.** Examples of "Common Elements" whose maintenance / remodeling is the responsibility of the Home Owners Association Board. Alteration of these elements **always require prior approval of the HOA Board.**

Category 1. Unit remodeling which does not require approval by the HOA Board.

- A. Refinish all interior wall and ceiling surfaces.
- B. Replace floor coverings.
- C. Replace / add window treatments and wall decorations.
- D. Replace / add interior trim or paneling.
- E. Replace any or all cabinetry.
- F. Replace plumbing fixtures. Tubs and toilets must use the current drain locations. Bath and Kitchen sinks may be relocated as long as the Units drain connection to the common element piping is not disturbed.
- G. Replace in kind all exterior glass and screens. Maintenance of window frames is the responsibility of the HOA.
- H. Replace interior lighting and electrical fixtures.
- I. Replace water heaters and air conditioning systems.

Category 2. Remodeling which may require Prior approval by the HOA Board.

Remodeling work of the types listed below will in some cases require prior HOA Board approval. Discuss these types with the Architectural Committee during the early stages of your planning. The Committee has building drawings and specifications and can help you with such things as location of piping within your walls that serve other units (see Category 3 F).

- A. Addition or relocation of electrical fixtures, wiring and conduits.
- B. The relocation of drain piping serving only an individual unit. When this is desired the building drain (see Category 3 F) must not be modified. Hot and cold water piping serving only an individual unit may be relocated by the unit owner.
- C. Alteration of interior walls. The Committee members will assist you with location of common element piping and electrical conduits within the interior walls that cannot be disturbed. They can also determine the location of structural columns within your walls (see Figures 1 & 2).
- D. Alteration to the existing means of access to plumbing serving the unit directly above. (example: tub & toilet drains). Alterations to access must not restrict the access in any way, nor result in increased maintenance cost to the Unit owner directly above.
- E. Plumbing system changes that substantially increase water usage or increase likelihood of leakage
- F. Alteration to the Electrical system that will significantly increase the electrical load.

Notes:

While approved remodeling such as above can be done by a Unit owner, the HOA Board and the Gatlinburg building codes for multi family buildings require that alterations be made in accordance with city approved building codes.

Work may require City Permits and Inspections.

Securing a City Building permit does not give permission to proceed without HOA Board approval.

All work requiring City Permits must also be approved by the Architectural Committee.

Category 3. Clarification : Responsibility for the Common Elements

Per the Master Deed the Common Elements are the responsibility of the HOA Board as the elected representatives of the Homeowners Association. These elements must not be modified without prior written approval of the HOA Board.

Detailed plans and specifications must be prepared and submitted to the Architectural Committee in order for common element or structural modification to be considered.

Many of these common elements are designed with specific fire protection ratings in order to make the building safer and quieter. Many Common Elements are designed to provide the structural integrity and reliable operation of the buildings mechanical, electrical, and water utilities. **See Figures 1 & 2.**

- A. Exterior walls of unit are fire rated Common Elements – The exterior wall includes the entire wall including the interior dry wall. They are constructed to meet the Standard Building Code employed by the City of Gatlinburg. Interior finishes such as paint / paper and paneling are not included in the common elements and are therefore owned and maintained by the unit owner.
- B. Walls between Units (Party walls) are fire rated Common Elements. The party walls include the interior dry walls on both sides. They are constructed to meet the Standard Building Code employed by the City of Gatlinburg. Interior finishes such as paint / paper and paneling are not included in the common elements and are therefore owned and maintained by the unit owner.
- C. Floor / ceiling slabs are Common Elements. The floor slab must not be core drilled or otherwise penetrated for piping modification. The floor slab is strengthened by the use of post-tensioned tendons. Accidental cutting of these tendons could result in structural failure. Interior finishes such as paint and floor coverings are not included in the common elements and are therefore owned and maintained by the unit owner.
- D. Electrical conduits cast within the ceiling / floor slab may not be altered.
- E. All Structural columns, beams, and chimneys are Common Elements.
- F. All mechanical ducts are fire rated Common Elements. Specifically they are located in the baths, and adjacent to heating unit. The utility room has a mechanical duct that encloses the potable water line, the hot water relief valve drain, and electrical services. The Chimney ducts are also common elements.
- G. Piping that serves more than one unit is a Common Element. Alteration is not permitted as any change may adversely affect the Architects building design and result in impaired performance. Piping common elements are mainly vertical pipes for wastes and vents. Some of the piping common elements are enclosed within owner's interior walls; some are contained within the mechanical ducts; and some are contained within the Party walls. **See Figures 1 & 2.**

- H. The Attic is a common element. Storage units in the Attics are allowed subject to HOA Board approval of both design and location. Storage units are subject to removal or relocation if they are found to restrict access to other building common elements (such as plumbing).
- I. **All exterior features and appurtenances of the LeConte Towers Condominium property are Common Elements (for example: Club House & Pool, parking areas and roadways, elevators, entry ways, lawns and grounds). Property maintenance is the HOA board's responsibility.**

Date: _____

TO: LeCONTE TOWERS BOARD OF DIRECTORS

FROM: _____

ADDRESS: _____

PHONE: _____

SUBJECT: REQUEST FOR APPROVAL FOR STORAGE UNIT(s) FOR APT _____

Do you currently have a storage Unit? or
Yes No

I AM SPECIFICALLY REQUESTING Board approval to construct a storage unit as shown on the attached drawing for unit _____. The unit will be approximately 8' x 8' or 10' x 10' or 8' x 10' depending upon the available approved spaces.

I will install a 120v light in the interior and install supply wiring per City Code.

Construction will utilize steel studs and beams with dry wall sides in accordance with Architectural committee sketch entitled "Building 1 or 2 available storage locations."

The Unit is being constructed by: _____

Electrical installation per city code by: _____

COMMON ELEMENT IMPACT:

None: The location and construction plan avoids all existing building services and does not obstruct maintenance activities or violate any fire codes.

HOA BOARD ACTION

Approved: _____ Date _____
Chairman, LeConte Towers Board of Directors

Submitted this date: _____
A.G. Phillips Chairman