PARK AVENUE CONDOMINIUM ASSOCIATION

Architectural Change Application

Revised: March 19, 2026

Introduction

Before making any changes to your unit (interior or exterior), you must obtain approval from the Association. This application must be submitted and approved before:

- Starting any construction work
- Applying for a Park City building permit

Important: Submitting this application does not guarantee approval. Making changes without written approval may result in fines and/or being required to restore the unit to its original condition at the owner's expense.

Construction Rules

Hours and Restricted Dates

Regular Construction Hours: 8:00 AM – 6:00 PM daily

No Construction Allowed During:

- Thanksgiving (day before through following Monday)
- Christmas/New Year's (December 23 through January 2)
- July 4th (if falling on Friday–Monday, the entire weekend is restricted)
- Martin Luther King Jr. weekend (Friday–Monday)
- Presidents' Day weekend (Friday–Monday)
- Memorial Day weekend (Friday–Monday)
- Labor Day weekend (Friday–Monday)

Fees and Requirements

Application Fee

- A non-refundable application fee of **$300** is required with every architectural change application. This fee covers the property management review of the application by ModelHOA and must be paid before the application will be processed.

Initial Remodel Deposit

- 10% of the total remodel cost (minimum $500) must be deposited before construction begins.
- The deposit is subject to audit during construction and is held without interest to the owner.

Owner Initials: _____

Extensive Remodels and Atrium Enclosures

- The Association will assess a $1,000 fee for any application deemed, at its discretion, to be an extensive remodel or to involve an atrium enclosure. This fee will be deducted from the owner's initial deposit.
- This fee covers review by a local architect who will verify compliance with PACA architectural design guidelines and CC&Rs, approve or deny submittals, and return to the Association the approval form or, in the case of denial, a list of items requiring corrective action and re-submittal.

Storage and Equipment Fees

- Storage unit, dumpster, or trailer: $300 for the first month, $500 for each additional month.
- Portable toilet: $100 per month.
- Placement of these items requires prior approval from ModelHOA. The Association may request relocation at any time.

Inspections

- Inspections are conducted twice monthly at $50 each, with costs deducted from the owner's initial deposit.
- Inspections verify compliance with HOA rules and standards only. These inspections are NOT for the benefit of the property. The property owner is solely responsible for supervising their contractors. Neither PACA nor its employees or agents undertake to supervise the owner's contractors or their work product.

Deposit Refunds

- After deductions for fees and inspections, the remaining balance of the initial deposit will be refunded after project completion.
- The owner must provide a Park City certificate of occupancy (if applicable).
- The Association may request "as-built" drawings before issuing a refund.

Storage Requirements

- No materials, equipment, or tools may be stored in open carports.
- If using a carport for storage, temporary screening must be installed.
- Screening requires a separate application but no additional fee.
- No penetrations are allowed in masonry walls, floors, or ceilings for installation of temporary screening.
- Property must be restored to its original condition upon removal of screening.

Important Notes

- Unit ceilings may contain asbestos. An accredited lab must be used for testing before any removal or repair.
- All replacement toilets must be high efficiency (1.3–1.6 gallons per flush).

Owner Initials: _____

- Complete architectural and engineering drawings must be provided with the application. All brick and concrete penetrations must be shown.
- If bricks are removed from walls, every attempt shall be made not to damage the individual bricks. Notice shall be given to the Property Manager so the bricks may be salvaged and stored for PACA use.
- PACA does not endorse any contractor or supplier of goods or services.

Application Process

Submission Options:

1. **Email:** Submit application and supporting documents to ModelHOA
2. **Owner Portal:** Submit through the ModelHOA owner portal

Review Timeline: Allow 21 days for review and response.

Project Start: Approval expires if construction does not begin within 6 months.

Owner Initials: _____

Assumption of Liability and Indemnification

In consideration of being permitted to modify the property as detailed in this application, and as an inducement to PACA to allow such modification, the Owner(s) agree for themselves and for their successors in interest to the following:

3. All modifications or additions made by the owner(s) to the inside of the unit shall be the owner's personal property, and PACA shall have no responsibility to replace or repair those modifications or additions in the event of damage or destruction due to any cause. This includes, but is not limited to, flooring, heat systems of any nature, artwork, cabinetry, plumbing, and plumbing fixtures.
4. Repair to all modifications made by the owner(s) to the walls, floors, and roof shall be the sole responsibility of the owner(s) and their successors in interest.
5. The owner(s), at the request of PACA, shall cooperate with PACA to record with the Summit County Recorder all or any part of this document.

Owner Initials: _____

Project Information

Owner Information

Owner Name: _____

Condominium Address: _____

Owner's Home Address: _____

Phone: _____

Email: _____

General Contractor Information

Company/Name: _____

License Number: _____

Phone: _____

Insurance Company: _____

Policy Number: _____

Project Timeline

Date of Application: _____

Expected Start Date: _____

Expected Completion Date: _____

Description of Proposed Change

Provide a detailed description below, including materials, dimensions, location, and any structural changes. Attach detailed architectural and engineering plans.

Fee Summary

Application Fee (non-refundable): $300

Initial Remodel Deposit (10% of remodel cost, min. $500): $ _____

Extensive Remodel / Atrium Enclosure Fee (if applicable): $1,000

Total Paid: $ _____

Signatures

By signing below, I/we acknowledge that I/we have read and agree to all terms and conditions stated in this application, including the Assumption of Liability and Indemnification provisions.

_____

Owner's Signature Date

_____

Co-Owner's Signature Date

Owner Initials: _____

For Board Use Only

Application Received: _____ Fee Received: _____

Decision: ☐ Approved ☐ Denied ☐ Approved with Conditions

Conditions / Reason for Denial:

_____

Board Representative Signature Date

Owner Initials: _____