

IHVCA Process for Repair, Maintenance, or Remodel

The governing documents of the Association, specifically Section 11.7 of the Declaration, address the individual owner's responsibility for the care and maintenance of dwelling units, limited common and common areas.

The Board of Directors of the Association is obligated to insure that all parts of the Inner Harbor Village, including limited common and common areas are maintained in a manner consistent with the master Declaration and CC&R's.

It is the objective of the Board to facilitate repairs; maintenance and owner remodel requests in the most expeditious manner possible. The Board prior to an owner proceeding with the any such work must approve all repairs, maintenance or alterations to limited common, common areas or structural changes to the dwelling unit, in writing.

Each owner shall be responsible for care, maintenance, cleanliness and orderliness of the condominium limited common areas that are appurtenant to his dwelling unit. The Association will periodically inspect limited common areas and advise owners if maintenance or repairs are required.

Below is the process to follow prior to implementing repairs; maintenance or remodeling that will impact the dwelling unit, limited common or common areas of the Association:

1. Owners must submit a written application for Association approval prior to implementing work, that should include, if applicable, drawings, designs, material descriptions, color samples etc. proposed for the maintenance, repair or replacement project. If the repairs are by directive from the Association the application must be submitted within 45 days after the owner receives the written directive. Please refer to form: INNER HARBOR VILLAGE-REQUEST FOR APPROVAL FOR REPAIR, MAINTENANCE OR REMODEL.
2. The Association will grant approval or provide owners with corrective comments within 45 days following receipt of the project application. If the application requires SBCA Architectural Committee approval, comments on the application may take up to 60 days.

3. No maintenance or repairs may be implemented unless approved in writing by the Association. This includes any exterior changes to the condominium, (structural, material usage or aesthetics such as color, etc.).
4. All work performed must be in compliance with, and without deviations or additions to, the Association approved application.
5. Owners will be responsible to the Association for damage to any limited common or common areas as a result of the maintenance, repair or replacement project. Owners will hold the Association harmless from incurred damage. Please refer to the INNER HARBOR VILLAGE-INDEMNITY AND HOLD HARMLESS AGREEMENT.
6. The Association will maintain and provide to owners upon request a list of vendors or contractors who may be available to perform maintenance, repair or replacement work. Owners will be responsible to select a vendor or contractor and will contract directly with them.

Vendors or contractors who perform maintenance, repair or replacement work on dwelling units, limited common or common areas must be currently licensed and insured and comply with the Association's Contractor Regulations. Proof of license and insurance must accompany the application to perform work. Please refer to CONTRACTOR REGULATIONS.