

Condominios Sierra Madre Club Santiago, Manzanillo, Mexico

Construction Guidelines, Approval Requirements and Application

The following information outlines important guidelines that must be observed when applying for permission to remodel units in Condominios Sierra Madre. In addition to providing information on approvals, guidelines and schedules, the application represents the Bylaws of the Sierra Madre Condominium Association as outlined in the original Condominium Law Regulation of Article 947 of the Civil Code in the State of Colima on January 29, 1965. This has been amended from time to time by changes proposed at the Annual General Meetings and voted on by the ownership group. This document provides a complete description of rules and regulations regarding proposed construction.

In general, except for interior painting, emergency repairs or minor repairs, **every construction or renovation project at Condominios Sierra Madre requires an approved renovation application.** This application must be submitted by **March 1st** and will be reviewed by the **Design Committee and the Board of Directors** prior to approval for construction.

The application review looks at:

1. **Construction timing** - to limit heavy construction, offensive fumes, noise and site disruption, **construction shall occur only in these periods:**
 - **APRIL 15 to JULY 14 (or the first Monday following Holy Week, whichever comes later)**
 - **SEPTEMBER 1 to NOVEMBER 15**

Construction is NOT ALLOWED during high season periods of:

- **NOVEMBER 16 to APRIL 14 (or first Monday following Holy Week, whichever comes later)**
- **JULY 15 to AUGUST 31**

2. **Projects must be structurally sound.** (May require engineering reports that will be at the expense of the owner).
3. **Projects must not significantly change the exterior appearance of the unit.** Design Committee decisions and Board Approval is needed.
4. **Projects must not impose on view or quiet enjoyment of the premises of others.**
5. **Projects should update unit infrastructure as required.** (Electrical, plumbing, data lines, etc.)

Construction projects completed without the approval of the Board or projects that differ materially from the approved design, may be subject to demolition at the owner's expense.

Renovation Applications

The Request for Property Modifications should be submitted to the Property Manager or Design Committee Chairperson no later than **March 1st of the application year.**

Applications are available from the Sierra Madre Property Manager or downloaded from the Sierra Madre Condominium website at <https://www.condosierramadre.com/rules>. The **applicant must be the legal owner of the unit to which the application applies**. A prospective owner may not make an application for renovations.

Applications must include:

- detailed description of work to be performed
- names and contact numbers for those undertaking the work
- drawings of changes to walls, floors, doorways, windows or cabinetry that may change the load on the buildings structure, mechanical or electrical services
- plans, sections, elevations, perspectives and all relevant details as reasonably required) including structural, mechanical and electrical information sufficient to describe the full extent of the work including construction specifications, materials and finishes
- schedule for completion of the work

The application and supporting documents must be complete and clear enough to evaluate the project. Incomplete or unclear applications will be disapproved as promptly as possible, and the Owner will have an additional two (2) weeks to resubmit plans with sufficient information to allow for adequate review and approval.

Emergency Work

Emergency works may be carried out at any time of the season, and include:

- water leak repair
- gas leak
- door or window failures
- flooding or effects of natural disasters
- appliance failures or replacements that may require service location or upgrade

Minor Work Projects

Minor works that involve non disruptive interior finishing work, regular maintenance, television and internet service installations or those that will require very limited noise, fumes and equipment and can be easily completed within 4 hours may be carried out without an application, but neighbouring units should be informed.

Applications must be submitted for all other minor projects. Window or door replacement in exterior walls and installation of new air conditioners can be considered, but must not change any dimensions of door or window openings as that may impact the structural integrity of the buildings. Windows must conform to existing openings with frame dimensions and colouring to match existing windows. Air conditioners must be installed in approved sites for units. The siting is as evident on pre-existing installations and includes a concrete or metal structural base, cold air lines that are buried in exterior walls and for the unit to be concealed by celosia to match exterior patterns on existing A/C units. The A/C's in the units facing the interior corridors between buildings will be installed on the patio of the unit so as not to be evident from the walkways. Alternatively, the A/C unit may be housed immediately adjacent to the patio of the unit owner and be surrounded by celosia and visual barriers approved by the Board, No A/C's will be allowed along the walkway entrance to each building staircase for aesthetic and noise reduction reasons. The celosia for patios and A/C conceals must match existing. All costs for these additions will be borne by the owner of the unit installing the A/C.

Minor projects within these guidelines and that do not generate disruptive construction noise or fumes may be approved by the Design Committee or the CSM Building Manager expeditiously.

Application Approvals

Applications will be **reviewed as quickly as possible** by the Design Review Committee.

If structural changes (including floor loading, door, window, wall relocations, penetrations or additions such as roof top enhancements) and/or service changes (mechanical, electrical or plumbing alterations) are involved, the Application will be reviewed by the Design Review Committee and the Board of Directors. With prior approval of the Owner, the Committee/Board may consult with a qualified Structural Engineer. If the Engineer is not satisfied, the Application will be returned to the Owner for changes that meet the Engineering requirements. The cost of the engineer's review will be the responsibility of the Owner.

If the exterior of the unit is impacted (including outdoor cabinetry, shades, screens, security bars, air conditioning units, satellite dish installation, tile work, patio and deck alterations or anything else that impacts the exterior appearance), the Design Review Committee and Board of Directors will review and make a decision on the Application.

Amended 11/2024



LOS CONDOMINIOS SIERRA MADRE, A.C.

Application for Property Modifications

APPLICATION DATE: _____

OWNER(S) NAME: _____

UNIT #: _____

PHONE #: _____

I/We hereby apply for approval to make property modifications and alterations.

I/We authorize and represent the following:

I/We are the lawful owners of the premises.

I/We hereby authorize the Board of Directors or their designee to inspect the premises and progress of the work concerning this application, upon reasonable notice and reasonable hours. We further acknowledge and agree the Board of Directors may halt construction and/or remove work that does not conform to approved plans and to rectify conditions to the account of the owner.

I/We acknowledge and agree to replace and/or rectify any plants or landscaping removed, damaged or otherwise disrupted on the "common ground" as a result of the renovations or alterations; to the account of the owner and to the satisfaction of the Board of Directors.

I/We acknowledge and agree to maintain a clean and orderly site during the construction period and to rectify and return to its previous appearance the site and immediate surroundings upon completion of the work; failing which the Board of Directors may effect a clean up to the account of the owner and to the satisfaction of the Board of Directors.

I/We agree to abide by all the terms and conditions of the Construction Guidelines and Approval Requirements, the By-Laws, and any Rules and Regulations of the Association as they apply to this application.

I/We also authorize the Board of Directors to employ, engage, or hire any professional consulting entity that they deem reasonably necessary to properly review this application and to inspect the work, the cost of which will be charged to the homeowner provided that there is prior notification, and that agreement is received from us.

Narrative Description of Modification (use additional pages if necessary):

Anticipated Construction Dates:

Please note if the proposed modifications will make any changes to the exterior of the building or have any impact on the Common Area. Yes/No

Where appropriate, please attach the following: (Please check)

- Rendering/Perspective of Modifications
- Plans, Sections, Elevations of Modifications with Dimensions
- Description of Materials & Finishes
- Name (with contact #'s) of Agent or Owners Representative Supervising the Work
- Name of Contractor (with contact #'s)
- Copies of Courtesy Notifications Sent to Immediately Adjoining Neighbors

IMPORTANT

DO NOT COMMENCE WORK UNTIL YOU HAVE RECEIVED APPROVAL.

Please mail, email, or hand deliver this completed form to the Design Review Committee Chairperson or other committee member.

If you have any questions, please contact the Design Review Chairperson or other committee member.

Keep a copy of your Application.

SUBMITTED:

Unit Owner

Date Submitted

Approved By

Date Approved

Please note: This form will be returned to you with a written communication which may specify any special conditions or items required by the Association. This written communication is part of your approval. Failure to abide by any items specified in this written communication will void your entire approval and may result in the cessation of work on your unit and/or subject you to fines. Please inform the Sierra Madre Property Manager, who will advise the Design Review Chairperson or other committee member, when the renovation has been completed, so that an inspection may take place.