

## **Renovation Protocols While Work is Being Completed a Madeline Residence**

Any contract or renovation work being completed in a private residence of The Madeline Hotel & Residences must abide by the following protocols once work approval has been confirmed by the HOA board (Please reference the **Rules & Regulations of TMVRC Owners' Association, Inc.**; and **the Second Amended and Restated Declaration of Grants, Covenants, Conditions And Restrictions**):

- All residential work must be done during off season (Spring or Fall) unless approved otherwise for small upgrades
- All required permits must be provided to the board (Per the Renovation Approval Form) prior to the start of any work
- Any post-work sign offs and/or Certificates of Occupancy must be provided to the board upon completion of the project
- All required approvals from HOA Board and the Town of Mountain Village (if applicable for changes in configurations), must be obtained PRIOR to the start of any work
- All work must be done during the normal operational hours of 8:30 AM to 6 PM-the Madeline has several permanent residents and renovation work must attempt to eliminate disturbances; we appreciate your cooperation with this expectation.
- All Certificates of Insurance (COIs) indicating general liability coverage up to \$1 Million per occurrence/\$2 Million Aggregate, must be provided to Resident Services prior to work start date (including delivery companies providing new furniture or fixtures or services). Insurance certificates will need to name Telluride Mountain Village Resort Condominiums, Auberge Resorts LLC; and Telluride Resort Partners, LLC, as additionally insured.
- Please provide the names and contact information for all contractors/designers and sub-contractors who will be approved for access to your residence. It is the unit owners responsibility to notify Hotel Management of any changes regarding access.
- No parking is provided for contractors other than the paid parking on Level P1 of the Madeline Hotel which is owned, operated and patrolled by the Town of Mountain Village.

- Contractors/Designers may use daily or weekly card keys for access to the residence—Requests must be made in writing and can be arranged through the Director of Residences or Coordinator of Residential Services:

[Marylynne.chambers@aubergeresorts.com](mailto:Marylynne.chambers@aubergeresorts.com); [Vinny.phahurat@aubergeresorts.com](mailto:Vinny.phahurat@aubergeresorts.com)

- Deliveries of items or materials must use the loading dock located just past the hotel valet entrance on Mountain Village Blvd. Deliveries MAY NOT come through the hotel lobby or any other public entrances.

- Please provide Residential Services with all delivery information (name of provider or delivery service, date and est. time of delivery) so the truck and personnel can be accompanied to your residence. Materials, equipment and other deliveries may not be stored on the loading dock. The unit owner or their designated contractor are responsible for receiving as well as inspecting for any damages or missing items. The hotel cannot accept any responsibility for these inspections or inventory.

- Contractors and deliveries please use the freight elevators for Bldg. 50, found near the loading dock on P1-these elevators will operate without a card key.

- The elevator for Bldg. 38 (all residence bldg.), may be accessed from a separate entrance on P1 and will need key access and protective covers for moving items in--it is a residential elevator which will need walls/mirrors protected.

- The unit owner will be responsible for any damage to the elevator or other public areas caused by their contractor, delivery personnel, or other workers.

- All materials must be able to be stored inside the residence while work is being completed--the hotel cannot provide any temporary storage of materials.

- Removal of carpet, cabinetry or furniture must be disposed of at an off-site facility; the hotel does not have dumpster capacity for discarded items. The Town of Mountain Village has issued permits for temporary dumpsters near the loading dock outside the fire lane.

- All residential and hotel hallways must be kept clear of any staging or discarded materials from the residence.

- Contractors must clean common areas related to the specific residence throughout the day for any residual contract material, dirt or dust (fines may apply for lack of adherence).

- Each residence has an electrical access panel; if additional electrical or plumbing access is needed, please coordinate with the Residential Services Team (contacts above) who will coordinate with the Madeline Engineering Dept.

- Contractors and their subs are responsible for keeping residence doors closed and secured—no propped or open doors allowed while work is being completed.

Any additional comments or questions should be directed to the Resident Service team.