

THE PORTER, INC. RENOVATION POLICY

Purpose

1. To ensure that any renovation within units maintains the structural integrity of the building;
2. To ensure that renovation does not adversely affect any of the common areas;
3. To provide a uniform and fair means for the Board of Directors to consider and act upon proposed renovations;
4. To ensure that any renovation does not adversely affect the ability of the corporation or of individual shareholders to obtain necessary insurance.

Definition

Renovations fall into two categories which will be at the Board's discretion to determine.

1. Minor renovations.
2. Major renovations.

Procedure

1. Application: Prior to starting any renovation activity, major or minor, a shareholder must complete an Application for Renovation form (available at the building's Web site: www.ThePorterInc.com). The application must describe in detail any proposed renovation:

The shareholder must explain to the proposed contractor the workplace requirements contained in the application and secure the contractor's signature on the application. The shareholder shall also sign the application, as confirmation of her/his agreement to be bound by the rules set forth in the Renovation Policy. Copies of the contractor's license and insurance information must be attached to the application. The proposed start and end dates must also be provided on the application.

2. Board Approval: The shareholder must submit the signed Application for Renovation to the President of the Board.
Within three (3) business days the Board will determine if the renovation is a minor or major renovation.
Within five (5) business days, approval or disapproval will be decided for a minor renovation.
Within twenty (20) days approval or disapproval will be decided for a major renovation.
3. Deposit: Once the application is approved, the shareholder shall submit a renovation deposit of \$250 to the Treasurer. For major renovations the Board may deem it necessary to require a larger deposit, but in no event greater than 10% of the estimated cost of the renovation. The deposit is refundable upon

completion of the work, less the cost of any damage to, or cleaning of, the common areas resulting from the renovation work. Cleaning fees will be charged at the current hourly rate charged by the building's cleaning service. The shareholder is also responsible for any such costs exceeding the deposit, should the cost of repairing such damage exceed that amount.

4. **Worker Identification:** Prior to the commencement of renovations, the shareholder shall provide to the President identity documents for work personnel who are to be given keys to the building. This documentation must include either a photocopy of a driver's license (with the license number or SSN blocked out) or other photo documentation. In cases where a general contractor is used, the D. C. basic business or similar license information, given on the Application for Renovation, is sufficient. In all events, mailing and e-mail addresses, phone and fax numbers of the company doing the work must be provided.
5. **Oversight:** A Board representative and the shareholder shall provide instruction and guidelines to the renovation supervisor/workers to protect the exterior of the building, common areas, and the elevator during the renovation work. When appropriate, the Building Committee shall monitor the renovation. No alteration to any common area, such as laying of external wire, conduit, or pipes, or alterations to windows is allowed without previous Board approval.
6. **Archive:** The Board will maintain an archive of renovations completed in order to serve as "institutional memory" for future Boards, as reference resources for future shareholders wishing to renovate, or for reference in applying for insurance. Shareholders undertaking renovation work are encouraged to take before-and-after photographs, in order to build a helpful and workable archive for others.
7. **Removal of Construction Debris:** The shareholder or his contractor is responsible for the removal and disposal of any construction debris. The corporation's trash removal service does not take construction materials.
8. **Penalty For Non-Compliance:** Any breach of compliance with the Renovation Policy is subject to a fine imposed by the Board of Directors under the authority of "The Occupancy Agreement, Article II, Line 17. Fines." and The House Rules

September 1st, 2006