

# Colonnade Club Owner's Quick Reference

We hope that this quick reference guide will assist you in knowing how to handle common issues with your unit, and when to reach out to IMC to work with the Regime Board to review issues that involve the wider development and/or building structure.

As a reminder your point of contact with IMC is AJ Bucko, [AJB@imchhi.com](mailto:AJB@imchhi.com)

While the list herein is not all-inclusive, we have attempted to provide some high-level guidance to common items that have come up. When in doubt, please check with us to confirm the best course of action.

| Category                  | Responsible Party            | Further Details                                                                                                                                                                                                                                                                                                 |
|---------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Floor Joists/Structure    | Regime                       | Owners are not permitted to work on floor joists or structural items without prior Regime Board approval and structural engineer evaluation. Additionally structural work requires permits in most cases.<br><b><i>Example: Floor appears to be sinking or floor is separating due to extreme settling.</i></b> |
| Subfloor & Flooring       | Owner                        | Subflooring (wood between finished floor and joists) as well as flooring installed on top of the subfloor.<br><b><i>Example: Subfloor rotted due to leak in unit, needs replaced before new flooring can be installed.</i></b>                                                                                  |
| Insulation (Lower Units)  | Owner                        | Fiberglass Batting Insulation is the approved method to insulate under the unit. Spray foam insulation is not permitted as it prevents access to infrastructure under the unit floor.                                                                                                                           |
| Changes to Interior Walls | Owner – With Regime Approval | Any changes to the interior walls as built could have structural                                                                                                                                                                                                                                                |

|                                                    |        |                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                    |        | <p>Changes to Interior Walls implications, and must be reviewed by the regime prior to any changes taking place, even if the wall is not load bearing.</p> <p><b><i>Example: I'd like to remove the wall between the sink and shower area in my bathroom, it's not a load bearing wall.</i></b></p>                                                  |
| Exterior Storage Room Door                         | Regime | <p>Replacement doors are fiberglass, but older doors are metal and will need replacement once they begin to rust out, must be reported to IMC.</p>                                                                                                                                                                                                   |
| Front Entry Porch/Decking                          | Regime | <p>Front entry porches and decks are maintained by the Regime, and painted on a cyclical basis, any repairs needed must be reported to IMC.</p>                                                                                                                                                                                                      |
| Back Decking/Balconies/Patio                       | Regime | <p>Current condition of back decks will be assessed in 2026.</p>                                                                                                                                                                                                                                                                                     |
| Front Doors, Windows                               | Owner  | <p>Must match color of original door/windows</p>                                                                                                                                                                                                                                                                                                     |
| Exterior Walls, Railings and other painted accents | Regime | <p>The regime will repaint exterior surfaces on a cyclical basis. Any off-cycle repair or painting needed must be escalated through IMC.</p>                                                                                                                                                                                                         |
| Water Leaks/Damage                                 | Owner  | <p>Owner must notify IMC/Regime immediately of any water leaks that could have caused damage to the building structure so that unit and surrounding areas can be inspected.</p> <p><b><i>Example: My water heater leaked from the bottom across the floor of my unit; My washing machine hose burst and water flooded across my kitchen.</i></b></p> |
|                                                    |        |                                                                                                                                                                                                                                                                                                                                                      |

The following are identified as “Common Areas” and are managed by the Regime (Exhibit E):

- Clubhouse and Swimming Pool/Hot Tub;
- All exterior land/property;
- Foundations, Main Walls, Load Bearing Walls, Roofs and all other structural components of all buildings (if it is something that supports or is shared with a neighboring unit);
- All parking areas, roadways;
- All yards, open spaces, lagoons and gardens;
- All devices or installations existing for common use; and
- All other elements of the property rationally of common use or necessary to its existence, upkeep and safety.

The following are identified as “Limited Common Areas” which are generally reserved for the use of a particular unit to the exclusion of other units such as:

- Private decks (front and rear) including balconies and patios; and
- Storage Closets.

Other Helpful Links for Owners:

- [Colonnade Club Rules Summary Sheet \(rev 2021\)](#)
- [Colonnade Club Pet Policy \(rev 2024\)](#)
- [IMC Website with other regime documents](#)