

DISTRIBUTED 1/10/2017

## Guidelines for Contractors Employed by Unit Owners

1. All work must be performed between the hours of 8:30 A.M. and 5 P.M. Monday through Friday. No work on Saturday, Sunday or holidays. Board permission is required before scheduling limited quiet work on Saturday.
2. Contractors must be licensed and meet all local codes and ordinances. Copies of license, liability and workman's comp insurance to be provided prior to the work beginning. The unit owner is responsible for certifying that the contractor has secured necessary permits when applicable. Evidence of proper permitting must be properly displayed prior to the commencement of the project. 24 hour notice is required to pad the elevator or open required doors.
3. Daily clean up of the worksite is required. No refuse or debris is to be left on condominium property or in the refuse containers. Tools, materials, etc. may not be stored or prepped using the walkway as a worksite. (Example: cutting tile or drywall)
4. The elevator must be padded before transporting of tools and supplies. At least a 24 hour notice must be given.
5. All alterations within condominium units should be reported to the Board of Directors for acknowledgement and approval. Contractors must be licensed and insured and have appropriate identification. Alterations must conform to community documents and may not create a nuisance to other residents. Project approval requires the owner or contractor to submit a description (also outline with drawings if possible) to the association for review and consideration by the Board of Directors prior to commencement of the project. Please give at least 5 business days notice for approval process.
6. Owners and Contractors not adhering to the above risk having work shut down.
7. The unit owner is responsible to correct or have corrected any damage caused by the contractor to the association common elements or the property of another resident, whether accidental or not.