

Apartment Construction/Renovation Work Rules

THIS NOTICE IS TO BE POSTED IN THE UNIT

1. Any owner having construction/renovation work done to his apartment must submit an application to the Board of Directors and obtain its approval before the work is undertaken. Once the application is approved the owner must keep the Site Manager informed of the work schedule.
2. The owner (or authorized occupant or agent) shall also have the responsibility of informing his/her architect, contractor and/or subcontractor that the following House Rules apply to the work they will perform. The owner is responsible for their compliance.
3. The owner also has the responsibility of informing all workers of these House Rule and the working hours which are from 8:00 a.m. - 4:00 p.m. on Monday through Friday. No work will be permitted on Saturday, Sunday, or holidays. The owner is responsible for their compliance and will be subject to an assessment of \$250.00, payable to the Association, for each violation of this work schedule.
4. ALL COMMON AREAS, including garage areas, used in connection with construction/renovation work must be cleaned every day. In case of any violation hereof, the cleanup work will be done by employee of the Association and charged to the owner.
5. If any debris, dust, shavings or paint, etc. is blown out or drips off the apartment under construction/renovation so that it infiltrates other apartments, common areas or adjoining property, the owner will be charged for any cleanup or repair work required.
6. When painting, floor finishing, or any other procedure which produces fumes is being performed, all air-cooling ducts in the apartment must be sealed off so that the fumes will not penetrate other apartments.
7. The elevators must be kept clean at all times. Any debris or dirt from construction/renovation work must immediately be removed and the carpet and cab thoroughly cleaned. If large equipment or supplies are to be carried in the elevators, the Site Manager must give approval 24 hours in advance in order to schedule the work and to have sufficient time to install padding and complete protection for the cab and carpet. Use of the elevator for this purpose is limited to the hours specified in item number 3, above. In no event may the elevators be used until the cabs and carpets have been protected. Elevators are not available after 4:00 p.m. for transportation of building materials. All construction equipment and supplies must be taken to and from the elevators through the garage entrances.

8. Each owner must arrange with the Site Manager or Security Officer where workmen's cars, trucks and deliveries may be parked. An owner may allow a workman to use his/her individual stall in the garage, but the front driveway and guest parking may be used only temporarily for loading and unloading. Garage parking stalls must not be blocked by trucks loading or unloading without a driver in attendance. Violators will be notified and the vehicle may be towed away at the owner's expense.
9. At the completion of the renovation, the owner shall notify the Site Manager, who will inspect the apartment. For all renovations, the files shall include Board approval, city permits and drawings marked "Completed as Drawn" with the Site Manager's signature.
10. There is NO SMOKING anywhere on the property with the exception of the inside of the apartment that is being worked on if permitted by the owner.
11. You're allowed one (1) parking for the contractors in the guest parking area. Please have contractor check-in with the security upon each arrival to the property.
12. The A/C unit must be turned off and all supply air-duct outlets and air grills must be sealed.
13. The Association's trash bins may not be used under any circumstances for dumping of anything.
14. Workers are NOT to use toilet facilities anywhere else on the property other than in the unit.
15. Please make all requests to the Manager's Office 24 hours in advance for elevator padding.
16. Any repair for damages or cleaning to the common area caused by work people on your project will be charged back to the owner.

All work persons must check in and out with Security.

Note: Security will not open entry doors for the work persons.

It is the owner/agents responsibility to provide means of access to the building.