

Amendment C: The Harbours Homeowner's Association, Inc. Contractor Rules

The Contractor Rules are intended to help avoid damage to common areas, preserve the building's architectural integrity, and minimize problems. Because violations could result in fines, suspension of work, suspension of privileges, and/or litigation, please take time to read these Rules and ask questions about anything you do not understand.

Section 1 Insurance & Safety

- A. Licensed and Insured. Only licensed and insured contractors, subcontractors, and vendors are allowed to make alterations to, direct alterations to, oversee alterations to, or make decisions affecting the Association's common areas. Certificates of insurance shall be submitted to the office prior to the commencement of work. Owners are responsible for obtaining and submitting proof of insurance.
- i. Worker's Compensation. Contractors shall maintain Worker's Compensation insurance for all persons performing services for the HOA. Provide proof of insurance to the front office prior to commencing work. Owners are responsible for obtaining and submitting proof of insurance.
 - ii. Commercial General Liability. Contractors shall maintain Commercial General Liability Insurance if performing services for the HOA. Provide proof of insurance to the front office prior to commencing work. Owners are responsible for obtaining and submitting proof of insurance.
- B. ARA Requirement-Before starting construction, complete the Architectural Review Application. The form and instructions are located on the Harbours Website under Documents: forms.
- C. Owners are responsible to ensure that all OSHA, Fire & Building Codes and Safety Procedures are followed.
- D. Smoke Detectors-Prior to commencement of construction that could produce dust, Owner's and/or their Contractor must take every precaution to avoid alarms and/or alarm system being triggered by any work being done in the unit.
- E. Pets, Children, Clothing, etc. Workers are not allowed to bring minors or pets onsite and will be denied entry if they have a child or animal other than approved guide with them. All workers must wear shoes, pants or shorts, and shirts at all times. Workers are also prohibited from creating nuisance noise unrelated to the construction work and is prohibited from eating meals or taking breaks in common areas.
- F. No Drugs or Alcohol. No alcoholic beverages, intoxicants, drugs or other controlled substances or illegal substance are permitted to be brought onto

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Association property or used by workers. Smoking is prohibited in the building.

Section 2

Demolition and Noise Rules

- A. Notice of Construction. Prior to the start of construction you should notify the surrounding units (adjacent, above and below) of the start date for the construction, that there will be noise associated with the construction.
- B. Trash & Debris. All trash and debris must be carried off-site on a daily basis at the Member's sole cost and expense. The trash chutes and trash bins inside and outside the building cannot be used for disposing of debris.
- C. Containment of Dust and Dirt. All dust, dirt, noise, fumes, etc. must be contained in the Unit. In particular, all doors into the common areas must be protected in such a manner as to prevent dust and dirt from flowing into the common area hallways. Hallway carpet must be vacuumed and free of all debris.

Section 3

General Construction Rules

- A. Parking. Contractors and suppliers delivering materials and making short repairs may obtain an HOA temporary parking permit from the front office. All other contractors must use street parking. Parking in the driveway and blocking access to the building parking areas are prohibited.
- B. Construction Hours. Working hours are limited to Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturdays, 10:00 a.m. to 5:00 p.m. No equipment or supplies may be moved onto or off site except during these times. No work is allowed on Sundays or the following holidays: New Year's Eve, New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day, Thunder or Derby or any additional holidays where the management office is closed, with the exception of Saturday. Scheduled work on Saturdays must be arranged on Friday with the office.
- C. Building Access. Name tags and contractor ID must be worn and prominently displayed by construction personnel at all times. Workers may not prop open security doors and gates or leave any opened gate or door unattended to facilitate their entry.
- D. Industry Standards. The HOA will be held harmless against all work completed in individual units.
- E. Work Location. All work must be done inside the Unit. Workers may not set up or store equipment in hallways, lobbies, balconies, or parking structures. Everything must be stored in the Unit. Unless approved by the Property Manager.
- F. Doors. No doors shall be propped open at any time. In addition, double hallway

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entrance doors from elevator lobby areas to the hallway are to remain closed due to fire code.

- G. No Balcony Storage. No equipment or construction materials may be stored on balconies or patios, or in common areas, or garages. All equipment and material must be stored inside the Unit or taken off-site.
- H. Protection of Common Area Floors. All common area floors must be vacuumed and cleaned (if needed) prior to the contractor leaving for the day. If this is not completed, the owner will be charged \$100.00 for the cost of cleaning the floors.
- I. Elevators. The elevator must also be cleaned. If this is not completed, the owner will be charged for the cost of cleaning the elevators. Workmen must give priority to residents and staff for use of the elevator.
- J. No Association Equipment. Workers must use their own equipment. No equipment which is the property of the Association may be used at any time. Workers are prohibited from using common area electrical outlets to power their equipment. Only carts marked “construction” are authorized for use.
- K. No Signs. No signs are permitted to be displayed in or around the Unit. Contractors are prohibited from distributing advertising brochures.

Section 4 Enforcement Provisions

Monetary Penalties. Violation of the Association’s contractor rules could result in monetary penalties to the **Owner** as follows: (i) first violation, up to \$100.00 plus damage, (ii) second violation, \$100.00 plus damage, (iii) third violation, \$500.00 plus damage.

The undersigned acknowledges receipt of the Contractor Rules and agrees to abide by its terms, including the enforcement provisions.

Company: _____
 Contractor Name (print): _____
 Contractor Signature: _____
 Unit _____
 Unit Owner (Signature) _____

*The Property Manager can mark items N/A as necessary