

Summit House East Condominium Association

GUIDELINES FOR CONTRACTORS WHEN WORKING IN THE COMPLEX

The following guidelines must be observed by owners and contractors when performing renovation or repair work in Summit House East condominium units. Adhering to these guidelines will protect common areas and the comfort of all who reside at the complex while work is being done.

Prior to starting renovation/repair work, owners and contractors must certify that they have read and agree to comply with these guidelines (Owners may certify for their contractors if they wish).

A. Resident Manager

The Managing Agent is the key person representing the interest of Summit House East owners.

1. A description of what is planned, dates of construction, who is involved, delivery of supplies, and responsibility for oversight of the area must be provided to the management prior to the beginning of construction.
2. Reasonable notice of any need to turn off any of the buildings utilities such as: electric, water or gas – must be planned ahead of time with the resident manager, and scheduled to minimally affect the other residence of the building.
3. Cleanup of common areas must be completed daily and the level of cleanliness accepted by the resident manager.
4. The cost of any additional work done by the resident manager in connection with the construction site will be billed directly to the owner.

B. Guidelines for Projects

1. Projects should be planned during slow occupancy times to minimize the impact on rental guests and fellow homeowners.
2. Owners should make certain contractors have required liability and workers' compensation insurance.
3. Building permits, if required, are to be obtained and a copy on display at unit.
4. DAILY clean up of all common areas is absolutely required.
5. Owners are ultimately responsible for any damage caused while renovating or repairing.

C. Contractors

1. Hammering, sawing, etc. may not begin before 8 AM nor continue past 6 PM.
2. Dangerous tools such as power saws, air tools, etc. should not be set up and left unattended in common areas in a condition that passerby might operate and be injured by such equipment and tools.

3. Boom boxes, radios, etc. are not to be played at a volume that they can be heard in other units. Volume of such items to be heard of the noise of saws, hammers, etc. is clearly unacceptable.
4. Workman are asked to leave their children, dogs, cats, etc. at home. When working in and around the complex the homeowners do not want the contractors' family and pets "hanging around" with them at the building.
5. Workers must dispose of major construction debris off site. Dumpsters are for domestic rubbish only. An extra dumpster can be ordered by coordinating with the resident manager.
6. When replacing carpet, contract with your layer to haul away your old carpet and pad.
7. Any use of common areas as a temporary staging ground must be coordinated with and approved by the resident manager. Furniture, old doors, appliances, leftover construction materials etc. are not to be stored in common areas.
8. Do not drive across the lawn/landscaping areas. Buildings in the area have irrigation systems and the sprinkler heads are easily damaged.
9. Do not park in front of entry steps, doors or in front of garage entry. Pay attention to NO PARKING signs. They apply to everyone.
10. Be certain that all doors and windows in the unit and common areas are closed and secured when you leave at the end of the day. Leave thermostats at 45 degrees during summer months and 55 degrees during the winter unless otherwise instructed by the resident manager or owner.

Homeowner: _____ Date: / /

Contractor: _____ Date: / /

Managing Agent: _____ Date: / /