

MOUNTAIN PLAZA CONDOMINIUM ASSOCIATION

CONTRACTOR GUIDELINES

The following guidelines must be observed by owners and contractors when performing renovation or repair work in Mountain Plaza 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 or repair work, owners and contractors must certify that they have read and agree to comply with these guidelines.

A. Manager

The manager represents the interests of all of the owners. The manager should be provided with the following information:

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 manager prior to the beginning of the 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 manager and scheduled to minimally effect the other residents of the building.
3. Cleanup of common areas must be completed daily and the level of cleanliness accepted by the manager.
4. The cost of any additional work done by the manager in connection with the construction site will be billed directly to the owner.
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6. A copy of any applicable blueprints, architectural drawings, contractor drawings and plans, electrical, plumbing or utility plans.

B. Guidelines for Projects

1. Projects should be planned during slow occupancy times to minimize the impact on rental guests and commercial businesses.
2. Owners should make certain contractors have required liability and workers' compensation insurance and file copies with the manager naming the Association as additional insured.
3. Building permits, if required, are to be obtained and a copy on display at unit.
4. Daily cleanup of all common areas is absolutely required.
5. Owners are ultimately responsible for any damage caused while renovating or repairing.

C. Contractors

1. Sign in and sign out every day in the Property Manager's office or other designated location with responsible Contractor, type of work, names of employees, hours of work, locations and contact information including cell phones.
2. Hammering, sawing, etc. may not begin before 8 AM nor continue past 6 PM.
3. 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.
4. 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 over the noise of saws, hammers, etc. is clearly unacceptable.
5. Workmen are asked to leave their children, dogs, cats, [etc. at home](#). When working in and around the complex, the owners do not want the contractor's family and pets hanging around them at the building.
6. Workers must dispose of major construction debris off site. Extra dumpsters or hauls may be arranged with the Manager. Dumpster locations must be approved by the Manager.
7. Carpet layers should haul away their old carpet and pad unless advance arrangements are made for dumpsters.

8. Use of common areas for temporary staging including trash must be approved by the manager.

AGREEMENT:

I have read and agree to the above guidelines

Homeowner _____ Date _____

Contractor _____ Date _____

Manager _____ Date _____