

POLICY REGARDING CONTROL OF CONTRACTORS

Owners must report promptly to the Facilities Superintendent any defect or need for repairs for which the Association is responsible. Suggestions for other work to be done should be put in writing and mailed/delivered to the Association office.

The Owner is responsible for remedying any defects within his Unit and making appropriate repairs.

CONTROL OF CONTRACTORS

A. Owners are responsible for assuring that all of their contractors, servicemen and delivery people (collectively referred to as contractors) are aware of and adhere to the following rules. Violation of these rules can result in the Association denying access to contractors.

B. Owners are responsible for all actions of their contractors, including repairing any damage to the Common Elements or to another Apartment. If necessary repairs are not accomplished in a timely fashion, the Association may elect to make the repairs and bill the Owner.

C. The Owner must notify the Facilities Superintendent, in writing, of the name of the contractor and the time and dates the work is to be performed prior to starting work. Owners should make every effort to be present when work is to be done.

D. The contractor must notify the Facilities Superintendent upon arriving at the Homestead. The Superintendent will, if necessary, provide the contractor with a key to the Unit. This key must be returned to the Facilities Superintendent's office at the end of each working day unless otherwise authorized by the Unit Owner or the Facilities Superintendent.

E. All deliveries, other than hand carried items, must be arranged with the Facilities Superintendent. Doors to the Unit must be closed at all times except when deliveries are actually being made. Contractors are permitted to use the spaces in the lot marked "Contractor Zone". After unloading the contractor must move his vehicle from other areas to this zone. Overnight parking of contractors' vehicles is prohibited.

F. Work inside a Unit is permitted only between the hours of 8:00 AM and 6: PM, Monday through Friday, except on legal holidays. "Quiet work" may be permitted on Saturdays during the same hours only if prior approval is obtained from the Facilities Superintendent.

G. Protective padding and carpeting must be installed prior to contractors using the elevator. Contractors may not tie up the elevator except as necessary for loading. The elevator doors should not be propped open.

H. Contractors are responsible for disposing of all trash, surplus building materials, packing boxes and the like at the end of each working day. No such items may be left in the hallways, garages or parking areas at any time. Contractors may not use the Association's chutes or dumpster. No material may be thrown from any balcony.

I. Protective coverings must be used in the parking lot, walkways, and elevator and on the roof whenever large equipment is being moved.

J. If a contractor is unable to use the interior space of a Unit for work staging or other requirement, he may use the designated work area with the approval of the Facilities Superintendent.

K. Contractors shall observe a 5-mph speed limit when on the property.

L. All workmen should go about their work in a responsible and professional manner. Unnecessary noise or loud radios are prohibited. No pets or animals are allowed on Association property.

M. All contractors shall be licensed and carry the required liability insurance and workmen's compensation insurance. It is the Owners responsibility to ensure that these requirements are met.

N. Contractors must obtain all required government permits prior to starting work. Proof of compliance of any government requirements must be provided if requested by the Facilities Superintendent.

Adopted at the Board Meeting of March 7, 2005