

SeaChase Remodeling /Construction Work and Delivery Rules

The intent of this policy is to establish a process and hours of work for remodeling or construction to avoid disturbing neighboring condos as much as possible. Replacing carpet, installing tile or hardwood, replacing counters or cabinets, drilling, sawing, hammering, jackhammering and installing shelving/closet systems are examples of the type of work this policy is to regulate.

Painting, carpet cleaning and appliance replacement are examples of projects that would not typically affect neighboring condos but the basic rules still apply.

These rules apply to all remodeling or construction, performed by contractors or homeowners.

1. Contractors or subcontractors must sign in and sign out in the SeaChase Owners Association office each day, noting the unit number and work they are performing. They will be given a badge with the unit number where the work is being performed.
2. Smoking is not permitted except for the front door area where the garbage, ash tray is located.
3. Contractors must remove any materials from the premises. No construction materials , mattresses, blinds, trim, doors can be placed in the garbage chute or in the dumpsters at any time. Nothing but household trash should go down the trash chutes. The unit owner will be fined \$250.00 and the contractor will not be allowed to do additional work in the building if waste materials are placed in the dumpsters.
4. All work and materials must be kept inside the unit being worked on, unless, in advance, other arrangements are made with SeaChase management.
5. Workmen may not work in the hallways, balconies or any other areas of the property.
6. Any plumbing, electrical, HVAC, work affecting fire protection systems must be coordinated with SCOA Operations Manager Al Mitchell, or SCOA Property Manager Sarah DeLazzer
7. If an open flame, heat source or flammable materials are involved there must be appropriate fire extinguishers on the job site at all times.
8. Contractors must clean common areas at least daily (such as walkways and elevator areas.) Daily removal of construction debris from the job site is required. The unit owner will be billed for cleaning services if the contractor does not comply.
9. ***Construction Schedule:*** Work must be performed after second week in October and be completed by April 30. Work must take place Monday through Friday, 9:00 a.m. to 5:00 p.m. All personnel arrivals, departures, and deliveries must take place during the above listed hours.

10. Provisions must be made outside and/or inside the unit to prevent damage to walkways, elevator doors and floors and walls. Contractors will be responsible for any damages to landscaping. Chemicals, tile, ladders, used water cannot be dumped on sod and in bushes.
11. Nothing is to be transported to a unit on the exterior of the building without prior management approval.
12. Structural changes cannot be made without approval of the SCOA board.
13. A sound abatement membrane must be installed when replacing flooring. The Operations Manager Al Mitchell must inspect the membrane after installation and prior to any new floor installation.
14. **All deliveries must check in at the front desk and be delivered to the unit. The office will not accept deliveries of furniture, mattresses, or large items. We cannot accept liability for deliveries.**
15. Management has the obligation and right to make inspections and to stop work if the work is deemed unsafe, substandard, or non-compliant with SeaChase rules.
 - a. If the work is not found in compliance with the approved scope of work OR
 - b. The work is deemed unsafe or substandard OR
 - c. The work is not in compliance with SeaChase rules.

In any of these cases a STOP WORK ORDER WILL BE ISSUED to the unit owner, contractor, and or subcontractor on the job site.

The stop work order must be obeyed immediately. Until the stop work order is lifted in writing by the SCOA management, no other work is permitted.
16. Parking: Workers cannot leave vehicles in the loading area in front of the building. Parking in the loading zones is strictly prohibited, other than for 15 minutes of loading or unloading. Vehicles left unattended in the loading areas or in front of the trash dumpster areas will be booted. A \$50.00 booting fee will be required to remove the boot.

17.

Owners, Contractors and all Subcontractors agree and accept these rules and denote by signing below. This form is available in the Property Manager's office and a signed copy must be on file before any work begins.

Unit Owner: _____ Date: _____

If work is performed by a contractor:

Company Name: _____

Authorized Representative's

Name: _____

Signature: _____ Date: _____

Contact phone number: _____