

SeaChase Remodeling /Construction Work /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.

Page two of this form must be completed, signed, and emailed to Sarah DeLazzer, Property Manager, for approval **prior to any work being done in the unit.**

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

1. All work is to be done by licensed, bonded, and insured contractors. Home Depot and Lowes contracted remodeling must deliver all materials to your unit. Each contractor or their subcontractor must sign that they have read the remodeling rules. They must sign in and sign out at the SeaChase Owners Association guard house each day, noting the unit number and work they are performing. They will be given a parking pass with the unit number where the work is being performed.
2. Smoking is not permitted except in designated areas by the office and maintenance shed.
3. Contractors must remove all old materials from the premises. No construction materials, mattresses, blinds, trim or 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. The breezeway carpet must be covered to keep it clean.
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 March 1. Work may be done in March and April on a case by case basis with prior approval from property management 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. Owners must be on-site to accept deliveries of packages ordered on-line from Amazon, Lowes, Home Depot, Pier One, Bed, Bath and Beyond etc. 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: _____

Contractor/Company Name: _____

Authorized Representative's

Name: _____

Signature: _____ Date: _____

Contact phone number: _____