

## Attachment 3

### SeaChase Remodeling/Construction Work/Delivery Policy and Agreement

The intent of this policy is to establish a process and hours of work for remodeling or construction to minimize disturbing neighboring condos. 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 implemented to regulate. While painting, carpet cleaning and appliance replacement are examples of projects that would not typically affect neighboring units, the basic rules of the policy still apply.

Prior to any work being done in a unit, page two of this form must be completed, signed, and emailed to the SeaChase Property Manager for approval.

These rules apply to all remodeling or construction whether the work is performed by contractors or homeowners.

With the exception of "cosmetic" work such as painting, wall papering, carpet installation or other renovation projects where the unit Owner has secured the permission of the Board of Directors, all renovation/construction work related to walls, glass doors and windows, plumbing, electrical systems, HVAC and/or the sprinkler system shall be done by licensed, bonded, and insured contractors. Home Depot, Lowes or other such companies contracted for remodeling projects must deliver all materials to the Owner's unit. Each contractor or their subcontractor must sign indicating that they have read and understand 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 Vehicle Registration Certificate with the unit number where the work is being performed.

Smoking is not permitted except in designated areas by the office and maintenance shed.

Contractors must remove all old materials from the premises. No construction materials, mattresses, blinds, trim or doors can be placed in the garbage/refuse chute or in the dumpsters at any time. TRASH CHUTES ARE SPECIFICALLY RESERVED FOR HOUSEHOLD TRASH. The unit Owner will be fined \$250.00 for each occasion and the contractor will not be allowed to do additional work in the building if construction waste materials are placed in the dumpsters.

All ON SITE 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 at all times to keep it clean.

Unless the renovation project includes replacing the floor tile or railing on the unit balcony, workmen may not work in the hallways, balconies or any other areas of the property.

Any plumbing, electrical, HVAC, work affecting fire protection systems must be coordinated with SCOA Operations Manager or SCOA Property Manager.

If an open flame, heat source or flammable materials are involved in the project, ADVANCED NOTICE MUST BE GIVEN TO THE PROPERTY MANAGER AND appropriate fire extinguishers must be immediately at the job site at all times.

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.

**Construction Schedule:** Work must be performed after the second week in October and be completed by March 1 of the next calendar year. Work may be done in March and April on a case-by-case basis with prior approval from property management. Work must take place during the weekly period of Monday through Friday, 9:00 a.m. to 5:00 p.m. All personnel arrivals, departures, and deliveries must take place during the above-mentioned hours.

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 damage to landscaping. Chemicals, tiles, ladders, used water OR OTHER SIMILAR MATERIALS CANNOT be dumped on sod and/or in bushes or other landscaping or anywhere else on SeaChase property.

Nothing is to be transported to a unit on the exterior of the building without prior management approval.

Structural changes cannot be made without prior approval of the SCOA Board as per SCOA Condominium documents. Building permits must be obtained from the City of Orange Beach and will provide a copy to SeaChase Property management BEFORE work begins.

A sound abatement membrane must be installed when replacing flooring. The Operations Manager must inspect the membrane after its installation and prior to any new floor installation.

All deliveries must check in at the GUARD HOUSE OR front desk and IMMEDIATELY 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, etc. We cannot accept liability for deliveries.

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. If the work is found is NOT in compliance with the approved scope of work OR the work is deemed unsafe or substandard OR the work is not in compliance with SeaChase rules.

Under those conditions, 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 shall be permitted.

**Parking:** Workers cannot leave vehicles in loading areas in front of the buildings other than for 15 minutes of loading and unloading. Parking in the loading zones is strictly prohibited. Vehicles left unattended in the loading areas or in front of the trash dumpster areas are subject to being booted and or towed away at the owner's expense. A fine will be assessed by the SeaChase Property Manager and SeaChase Security for removal of the boot.

Owners, Contractors and all Subcontractors understand, agree and accept these rules and so indicate by signing below. Along with a copy of a valid contractor's license, this form must be submitted to 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: \_\_\_\_\_