

The Towers at Lakepoint Association
Attachment 3: CONTRACTOR GUIDELINES

The following guidelines must be observed by Owners and Contractors when performing renovation, routine repair service in Towers at Lakepoint units, regardless of whether the project scope requires Architectural Approval by the Board. These guidelines are in place to protect common areas and the comfort of all who reside at the complex while work is being done. Please also refer to the Association's Declarations and Policies for requirements and applications for approval. The Property Manager for the Towers represents the interests of all owners. Prior to starting renovation or repair work requiring Board Approval, Owners and Contractors must certify that they have read and agree to comply with these guidelines. For more routine repair or service work, the guidelines still apply. Note particularly Guideline 1 saying Owners are ultimately responsible for damages by contractors/service/repair people not covered by insurance.

A. General Guidelines for Projects

- 1. Owners are ultimately responsible for any damage caused while renovating or repairing their units, this includes failure of the contractor to have sufficient insurance to cover their work or damages arising from it or any deficiency between the total cost of repairs insured by the HOA and any amounts recovered by the HOA from an insurance claim.**
2. Projects should be planned during slow occupancy times to minimize the impact on other owners and guests.
3. Owners should make certain contractors have required liability and workers' compensation insurance and file copies with the Property Manager naming the Association as additional insured.
4. Building permits and other permits, if required, are to be obtained and a copy of display at unit.
5. Please refer to the Floor Policy adopted by the Association. Any replacement of flooring must have sound-reduction pads underneath these pads must be rated to a minimum of STC70, whether it be wood, tile, or carpeting (carpet padding), or any other material.
6. Any entry into drywall, including walls or ceilings, or entry into concrete floors or ceilings needs prior approval of the Association and Property Manager.
Contractors should be advised that there are both recirculating glycol heating system and domestic hot water pipes throughout walls of the condominium units. Architectural drawings are available which show general locations of piping. These should be carefully reviewed when planning unit modifications before making any penetrations. BUT the drawings are not always accurate and careful exploratory penetrations should be done to verify pipe locations. This includes making multiple inspections points along walls, as pipes change elevations. The Towers has a camera endoscope which can be signed out by contractor for confirming pipe/ wiring locations.
7. Proper connections of venting systems to the deck; including range hood, both bath exhaust fans, and clothes dryer venting, must be maintained.
8. All water supply lines must be braided flexible steel, including all kitchen and bath sinks, dishwashers, clothes washers, ice makers, and toilets.

B. Impact on Common Elements:

1. Daily Cleanup of all common areas is absolutely required. Contractor and Owners are responsible for keeping and restoring all common areas to the same condition of cleanliness as before remodeling began. Costs of additional cleanup will be charged to the Owner.
2. Contractors and Owners should take care to not damage common areas, including entrance doors, windows, walls, furnishings, and elevators. Entrance doors and elevator doors may not be propped open for any extended time. Building security must be maintained. Temporary moving of furnishings in lobby area is permitted with prior coordination with Property Manager.

C. Coordination with Property Manager

1. The Property Manager should be provided with the following information the Owner or the Contractor completing the work within the unit prior to any work commencing:
 - a. A description of what is planned, dates of construction, who is involved, delivery of supplies, and responsibility of oversight of the areas must be provided to the Property Manager prior to the beginning of construction.
 - b. A copy of any applicable blueprints, architectural drawings, contractor drawings and plans, electrical, plumbing or utility plans, if any, must be provided to the Property Manager prior to work commencing.
2. Contractor is advised to consult with the Property Manager and review the building blueprints to verify where electricity and plumbing are located inside walls. The Towers has pipes and wiring in unusual locations so even nailing into baseboard and backsplash areas can create major problems. The Property Manager may provide access to copies of building blueprints, including electrical, plumbing, and structural drawings, upon request to provide the Owner and their Contractors with applicable information.
3. Notify the Property Manager daily during work with the name of responsible Contractor type of work, names of employees, hours of work, locations and contact information including cell phones.
4. 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 Property Manager and schedule to minimally affect the other residents of the building. Owners and Contractors are responsible for shut-off of unit specific utilities, including water and electricity.
5. Use of common areas for temporary staging including trash must be approved by the Property Manager.
6. Cleanup of common areas, include construction-related dust or debris resulting from passing through those common areas, must be completed daily and the level of cleanliness accepted by the Property Manager.
7. Extra dumpsters or hauls may be arranged in advanced with the Property Manager, at the Owner's expense. Dumpster locations must be approved by the Property Manager.
8. The cost of any additional time incurred or work done by the Property Manager in connection with the construction will be billed directly to the Owner. Owners are responsible for all coordination in advance with the Property Manager. Please note that the property Manager is not onsite on a full-time basis.

D. Contractors

1. Hammering, sawing, and other construction activities that generate noise may not begin before 8 AM nor continue past 5 PM. 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, hammering, etc. is clearly unacceptable.
2. Materials and 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 materials, equipment and tools.
3. Contractors and their employees are asked to leave their children and pets at home.
4. Contractors must dispose of construction debris off site. Disposal of minor construction debris less than four cubic feet may be allowed in the Association's dumpster only with advance approval. Disposal of construction debris may not at any time exceed the capacity of the dumpster and may not extend above the top of the dumpster or be placed around the dumpster. Contractors must haul away old carpet and pad or other flooring, plumbing fixtures, cabinets, and other debris that exceeds four cubic feet and shall not dispose of such waste in the Association's dumpster.

E. AGREEMENT:

I have read and agree to the above guidelines

Homeowner _____ Date _____

Contractor _____ Date _____

Manager _____ Date _____

*Please return a signed copy of this agreement to the Towers at Lakepoint Association Board prior to the start of the project.