

# ***VILLAROSSO***

## ***Residences At DTC-West***

### **Contractor Rules and Regulations**

This information is designed to supplement items specifically discussed in the VillaRosso Residents Handbook, sections V, VI, VIII, and XV. Owners are in all cases responsible for infractions of these rules and regulations by themselves or anyone acting on their behalf.

#### **Building Security**

Building management must be notified of any outside contractor hired and approximate length of job. Contractors are to check in with building management. Only authorized contractors are allowed on the premises and access is restricted to the suite where work is being conducted and those common areas leading to and from the location. Access to the parking garage P2 is permissible for loading and unloading of materials only. Garage and exterior doors are to be kept closed unless in continuous use and view by the user. Doors may not be blocked open. Construction vehicles are to be parked in the lot north of the entry and not in front of the building.

#### **Alterations**

Prior written approval from the Association Board of Directors is required without exception for any architectural alteration or additions to any unit, (refer to section VI of the Residents Handbook). Included in this policy is the installation of fireplace vents. No vents are permitted on any brick facing South Monaco Street as per the DTC Architectural Control Committee. Depending on the nature of the work the time it will take to receive Board approval will vary. Submit requests early to avoid delays in construction. Procedure forms are available in the Manager's office for use in applying for Board approval.

#### **Scheduling**

Contractors are allowed on the premises during normal business hours, Monday through Friday, 8:00 a.m. until 5:00 p.m. The scheduling of weekend or evening construction must be approved by management and may require the owner to pay wages of staff should they be required to be on-site.

The elevator should be locked down and protected when moving materials and equipment. A reservation is recommended to ensure availability for minor jobs and mandatory for larger jobs. A deposit may be required at the discretion of management. No materials may be loaded in the absence of elevator padding and floor covering.

**All fire tests must be scheduled through the management office**, access to the fire panel will not be given otherwise and system will not be taken off-line. Residents must be given adequate notice of any test or inspection that requires the sounding of alarms. Therefore, management requires a minimum of 48-hours notice.

### Damage Liability

Any common areas that are damaged in the course of construction are to be repaired at the expense of the homeowner responsible. Owners may recommend a contractor to perform the work, however the final decision will be left to the Board.

Damages resulting to another unit are also to be repaired at the expense of the responsible owner. It is up to the parties involved to agree upon the work involved and the contractor.

### Restricted Use of Common Areas

Common areas are not to be used for preparation of materials. This includes but is not limited to cutting carpet and tile. Prep work should be performed prior to arrival or within the confines of the unit.

Storage of construction materials in common areas is also not permitted. This includes parking spaces. Should temporary storage be needed, contact the management office for assistance.

VillaRosso does not have a public restroom. Homeowners must provide facilities for use by contractors either in their units or by providing a portable toilet on adjoining grounds.

### Trash Disposal

Contractors are responsible for removing construction debris from the premises. Trash chutes and bins are not to be used for purposes other than the disposal of domestic refuse. Violation of this rule will result in fines as well as the cost of additional trash pick-up.

### Owner Responsibility

Owners are responsible for communicating or distributing all rules and regulations to contractors or their agents. Additional copies are available through the management office for distribution.