

HARBORSIDE TERRACE OWNERS' ASSOCIATION, INC.

AMENDED CONTRACTOR GUIDELINES

Major remodeling or renovations of units can only occur May 1 through November 30. This includes (but is not limited to): removal of walls; installation of tile or hardwood floors; major electrical or plumbing renovations; and the remodeling of kitchens, baths and other areas of the unit that would create excessive noise and disturbance and disturbance to occupants of the buildings. Activities allowed year round are carpet replacement, painting, removal and installation of doors, windows, sliders and normal maintenance repairs. The normal remodeling work hours for contractors (and owners) are from 8:00 AM, to 5:00 PM Monday through Friday. Prior to any work being started, an Alteration, Repair, Construction form must be submitted and approved by Board. Prior to allowing contractors in your unit for remodeling or repair you are to provide the Association with the following information subject to approval:

1. Name of contractor(s).
2. Dates, times and what type of work they will be doing.
3. How long the work will take (i.e. day, week, month etc.).
4. Who can be contacted if there is a problem with the contractor(s)? The contractor's license and insurance information.
5. If a building permit is required, the owner must deposit \$1200.00 with the Association to cover potential damages or cleanup by the contractor

Failure to follow this procedure will result in your contractor being asked to leave the property and cease their work until the proper information notification has been given to the Board and approved. The same is true for a unit owner doing their own remodeling work.

All contractors are responsible for retuning walkways, the elevator and stairs to the condition before the work was commenced. No cutting of tile, wood, drywall or other construction materials may be done on the walkways. All this work must be done in the unit or in the back parking lot in the Car Wash Area. If this area is used, debris must be swept up and disposed of properly and then the entire area must be hosed down. No debris from any remodeling or repair work can be left on the premises. It is the responsibility of the contractor(s) to dispose of **ALL** debris at an off-site location. **Failure to follow these rules will result in the unit owner being charged a fee for clean-up, repair to walkways, stairs, ramps and elevator and removal of any debris from the premises.**

FLOOR REPLACEMENT

The floor above all living areas must contain sound insulation. This includes sound insulation underlayment of carpeting, tile and wood flooring. The plan for providing sound insulation must be provided to the Association for approval when replacing or installing new floor covering.