

MOUNTAINSIDE CONDOMINIUM ASSOCIATION

UNIT OWNER CONSTRUCTION REQUEST AND CONTRACTOR POLICY

All renovations involving structural, electrical or plumbing work, gas installation, or any change of use of a fireplace must be permitted by all appropriate state agencies and receive pre-approval from the Board of Directors to confirm that the project does not impact the common areas, limited common areas or pose impacts to the Association's insurance coverage.

The MCA Board of Directors requires notification at least 30 days prior to the scheduled commencement of the project that will effect the above elements. Every effort will be made to make a timely decision once the BOD has received all of the requested documentation. Documentation should be submitted electronically to the Board Secretary and Property Manager.

UNIT OWNER CONSTRUCTION REQUEST

MCA Unit Numbers: _____

Unit Owner Names: _____

Brief Description of Renovation Project:

Questionnaire:

- 1) Does the project impact Common Areas or Limited Common Areas, as defined in the MCA Declarations? _____
- 2) Does the project physically impact any adjacent condominiums? _____
- 3) Does the project require utility interruptions (water or electric, as example) to the building that will impact other unit owners? _____
- 4) Does it impact the fire safety system, including alarms, fire walls, fire breaks, stops, etc? _____

For questions #1-3 above, please provide explanations for any 'Yes' answers:

- 5) Have all of your contractors (general and subcontractors) reviewed and signed the Contractor Policy? Have copies of the signed forms been submitted to the Property Manager? _____
- 6) Have you performed a pre-construction walk through with the MCA Property Manager? _____

Please include any additional information you think may be relevant to the Board here:

Submitted by: _____

Date: _____

Approved by: _____

Date: _____

CONTRACTOR POLICY

- All contractors working on any condominium unit (residential or commercial) must provide the following documentation to the Board of Directors and Property Manager, to the extent they are applicable. If they are not applicable, please provide a written statement as to why they are not.
 - Permits as required by the State of Vermont including any electrical, plumbing, cabinetry, or structural changes
 - Permits as required by the Town of Warren
 - Any utility related permits, including water, electric or sewer systems
 - A complete copy of all Contractor and Subcontractor insurance policies, including Workers Compensation and Liability Insurance to limits not less than what is required of the Association's Property Manager

- Construction debris must be removed from the site, not discarded in the MCA dumpsters. Unit Owner and Contractor will be liable for "additional pick-up charges" from the dumpster company if debris from the project is found in the dumpster.
- All tools and equipment must be stowed within the unit or the contractor's vehicles. The hallways, decks and exterior areas may not be used as staging areas overnight with the exception that staging areas may be assigned by the property manager.
- Contractors must protect the physical structure and landscaped areas of the complex, including covering hallway and entrance areas during working hours.
- Contractors, subcontractors and all workers understand that they must respect the peaceful enjoyment of those residing at the complex. This includes keeping the volume of voices, music, and/or TV at a low level while refraining from undesirable verbiage.
- No use of the pool is allowed to non-owner contractors and subcontractors.

- Work can only be performed from 8am till 6pm.
- Contractors are not allowed to leave job trailers on-site without Board or Property Manager approval

- Construction dumpsters or trailers are not allowed without permission from the Board or Property Manager

I have read, understand and agree to the above MCA Contractor Policy. I understand that I will be responsible for any and all fines and liabilities incurred by the association due to any work performed within or on behalf of my unit.

Contractor or Sub Contractor

Date

Owner(s)

MCA Unit Number:

Contractor cell phone:

Estimated job dates:
