

Bayview Homeowners Association Contractors Code of Conduct

1. **Prior to starting any work** on any project, Owner/Member must comply with the conditions below.
2. By the 1st Thursday of the month prior to the HOA Board of Directors meeting (3rd Thursdays) the owner/member must submit the following to the Board of Directors for their approval:
 - a. Plans and specifications of the project
 - b. Name, address, and phone number of the contractor.
 - c. Contractor must have a current Contractors License, Bond, and proper Insurance as needed.
 - d. All work must have permits from the City of Millbrae, and meet or exceed the current Federal (UBC), State of California, County of San Mateo, and City of Millbrae building Codes.
 - e. Posting a compliance-performance deposit of two hundred fifty dollars (\$250).
3. Upon receiving approval to proceed from the Board of Directors and prior to the starting of work, it is the owners responsibility to set up a meeting with their contractor and review with them this Code of Conduct, the CC&R's, and the House Rules. The owner will be responsible for the actions and fines of their contractor(s).
4. The contractor or his representative will check in at the start and completion of the job.
 - a. The owner, their assigned representative, the contractor, or his representative shall be present at the work site at all times.
5. All work, except emergency repairs, shall be performed only between the hours of 8:30 a.m. and 5:30 p.m. No work shall be performed on Saturdays, Sundays or bank holidays.
6. At the end of each workday the owner, their assigned representative, the contractor, or his representative shall clean up the site, hallways, elevators, common area's and leave them in a clean workmanship-like manner.
7. During the progress of the work, any dirt, debris, or damage outside of the work site shall be **immediately cleaned up** repaired or removed. **No debris may be put in Bayview trash containers.**
8. Residents who anticipate the need for or have contracted a plumber or electrician that will involve turning off the water or electricity must contact the building manager with at least 24 hours notice to ensure that the work can be completed at the scheduled time and inconvenience to other residents is kept to a minimum.
9. Contractors or vendors are not allowed to use the front lawn area to cut, saw, paint or perform any other work. If an outdoor area is needed, the garage and back courtyard are available on a limited basis. Common (elevators included) area surfaces must be protected with plastic or cloth during the work.
10. Doors shall not be propped open for the contractor's convenience. If continual door way access is required, the contractor shall station a workman at the door. Elevators are for residences that have first priority at all times.
11. Any cost incurred by the HOA due to the contractor's actions shall be the owner's obligation and they shall be first deducted from deposit and balance billed accordingly. If deposit is levied, it must be reinstated to the full amount.

Violation of any of the above shall result in immediate shutdown of the project by the Board of Directors and a fine of **fifty dollars (\$50)** which shall double (2x) for each successive occurrence. Violation for beginning work prior to authorization from the Board of Directors will result in a fine of up to five hundred dollars (\$500).

Upon receiving written notice of shutdown, the contractor or his representative will immediately cease work and not resume until he receives written notice from the Board of Directors.

All terms and conditions listed above are agreed to and accepted by:

Owner _____ Unit: _____

Name Printed _____

Date: _____ Phone: _____

Contractor _____

Name Printed _____ License _____ Type _____