

Meadowood Condominium Association Contractor Guidelines

While the Meadowood Board of Directors recognizes the desire of an owner to make their unit conform to their personal requirements, the Association must balance that desire with the rights of all owners. The following guidelines are intended to protect the safety and comfort of all residents and to preserve and protect the common elements of the building and adjacent property. The board wants to remind owners that hiring an unlicensed and uninsured contractor or an uninsured handyman places a large potential liability on both the unit owner and the Association.

Example 1:

A sole proprietor window washer who is not covered by the Ohio Bureau of Workers Compensation insurance and is injured inside an owner's unit may result in the owner paying for the person's medical expenses and lost wages. If the fall occurs on the exterior of the unit, the Association is suddenly exposed to the same liability.

Example 2:

A fire or flood caused by an uninsured contractor could result in the unit owner paying the full cost to rebuild one or more units. Currently the estimated replacement cost of a 4 unit building in Meadowood is in excess of \$1.2M. Your HO6 condominium owner policy would not offer you any protection against this kind of subrogation claim.

Any owner who desires to remodel a unit must comply with these guidelines and furnish a copy of these guidelines to any architect, designer or contractor and/or tradesperson who plans to perform work in Meadowood. Upon request, the owner must permit inspection of the unit by a Board member or a representative of the Board at any time during construction and upon completion.

Prior to beginning any work, the owner must:

- Notify the Board and provide a written proposal or plan describing the scope of work to be performed (including the location and extent of any demising walls to be removed or installed). The owner's contractor must submit to the board a construction and work schedule prior to commencement of the work. The schedule should indicate the start of construction, duration of the project and anticipated completion date.
- All plans must certify and state that all work will be performed in accordance with Delaware County building codes, the Declaration of Condominium of Meadowood, and these Contractor Guidelines.
- Retain only licensed and insured contractors to perform the work.
- Provide the Board with a Certificate of Insurance for Workers Compensation, General Liability (minimum \$1,500,000) and Umbrella from either an Owners insurance carrier if the owner is performing the work, or the contractor's insurance carrier, naming as additional insured Meadowood Condominium Association.
- The use of jackhammers, chipping hammers or coring is strictly prohibited. Channeling of concrete floors to reroute electric or water utilities is never permitted. See section detailing "Strictly Prohibited Work". The Board of Directors reserves the right to prohibit the use of any tool or device that may cause structural damage, intolerable noise or nuisance, either prior to or during the actual work.

The insurance coverage must be provided by a company licensed by the State of Ohio and must provide thirty (30) days written notice of expiration or cancellation. **Warning:** A Certificate of Insurance, or COI Form also commonly referred to as an ACCORD 25 can be easily forged by a non-insured contractor since the blank forms are available on-line. You should call the issuing insurance agency whose information is shown on the top left corner of the ACCORD 25 form and verify that they actually did generate the COI for the contractor. There is no charge to contractor to have his insurance company email the completed ACCORD 25 to you for verification. The COI must also name Meadowood Condominium Association as an additional insured party. *See attached example.*

All work done within any unit must comply with the following rules.

Common Area Protection

Any damage to the building exterior, landscaping,, sidewalks or parking surface will be charged to the unit owner. A second offense will lead to immediate removal of the contractor from the premises.

Conduct

The unit owner is responsible for all actions of the unit owner's contractors, employees, agents and visitors. No loud, abusive or offensive language or actions will be permitted. Playing of music or radios that can be heard outside of the unit under construction is not permitted. Inappropriate attire may include, but is not limited to working shirtless or display clothing with offensive messages. No smoking is permitted in any common or limited common area.

Debris

The unit owner or contractor is responsible for the removal of all construction debris at the end of each work day.

Electrical

When electrical upgrades are planned, the unit owner must contract a licensed electrician and all wiring must meet local and national electrical codes.

Flammable Materials

Volatile or flammable materials present in owner's unit must be enclosed in an unbreakable and safe container. Welding or cutting torches are never permitted. All contractors, residents and other parties on the premises are not permitted to smoke during the use of any flammable material. Any hazardous materials and flammable materials must be removed from the unit premises each day.

Hours

All work shall be performed between the hours of 8:00 a.m. and 5:00 p.m. Monday through Saturday. Emergency plumbing and HVAC repairs are exempt from this requirement.

Inspection

The Board of Directors or it's assigned agent reserves the right to inspect all remodeling work and to stop the work if it is not in compliance with the project that was approved within these Guidelines. If unapproved work is performed, the unit owner must restore the unauthorized work to its original condition at the owner's expense.

Liens

The contractor or any sub-contractor shall have no authority to place a lien upon the Condominium Association or any interest therein.

Miscellaneous

- All tools, materials and equipment must remain within the unit and may not be stored in any of the common areas. Vehicles and trailers should be removed at the end of each work day or parked in the unit owner's limited common area immediately in front of the garage door.
- The unit owner is responsible for compliance with all Contractor Guidelines. It is the unit owner's responsibility to provide a copy of these Contractor Guidelines to every contractor and contractor must instruct his employees and sub-contractors about these rules and guidelines and enforce compliance at all times.

Permits

Either the unit owner or contractor shall obtain all necessary permits or licenses before commencing any work. All contractors must be licensed by the State of Ohio.

Stone Work and Tile

No cutting is permitted in close proximity to the building or unit owner parking spaces. Tile and/or stone cutting must be done within the owner's limited common area which would be on the driveway within 12' of the garage or on the patio. All work areas must be thoroughly swept and hosed down at the end of each work day. No cleaning of tools (drywall mud buckets, tools, grout, etc.) can be done in the Common or Limited Common areas. Failure to follow this guideline will result in the unit owner being assessed \$100.00 per occurrence.

Strictly Prohibited Work

Cutting or sawing of concrete floors is strictly prohibited

Any work that will affect or alter the exterior appearance of the owner's unit or the building exterior or will materially change anything within the Common Elements or any of the building's utility or safety systems is strictly prohibited.

Adopted by the Meadowood Condominium Association
Board of Directors
November 6, 2025