

Royal St. Andrew Condominium Association, Inc.

Rules for Contractors, Handymen, Tradesmen and RSA Homeowners

The Royal St Andrew is a well maintained over 50-year-old building for some 80 residents living in over 50 units, who enjoy the ambiance of their surroundings and expect capable, cooperative and courtesy service from tradesmen, contractors and their suppliers. Therefore, all projects are subject to the adherence of the following all rules.

PROJECT PLANS: A set of detail dimensional plans / drawings, signed by unit owner are to be submitted and agreed to by the Association. Actual construction or upgrades must be scheduled and coordinated through the building manager's office and is subject to Building managers oversight.

BUILDING CONCRETE STRUCTURAL ELEMENTS: Absolutely **NO** boring, channeling, drilling or other major intrusions may be made into the building concrete structure surfaces (Floors / Walls or Ceiling) without a written report and approval from a registered structural engineer.

FEES, TEMPORARY DEPOSITS & IMPACT (common Area) DEPOSITS: Are applicable to doing work in the Royal St. Andrew. The required fee and/or deposit requirements are listed in the Request for Alteration Application and will be due before any work may proceed. The Prime Contractor is solely responsible for all subcontractors, delivery personnel, employees & tradesmen, including design consultants.

INSURANCE: All necessary licenses, permits, etc. required by governmental authorities or other governing bodies must be obtained. A timely & valid copy of all applicable paperwork sent by their carrier not supplied by the contractor (Bond, Liability Insurance & etc.) and reports must be provided to management at least one week before the onset of any work.

SIGN IN/REGISTRATION: Contractors and workers are to sign in and out **each day** on premises.

HOURS: Work may only occur between 8:30 a.m. to 4:30 p.m. Monday through Friday; no work may be done on the weekends or during Holidays, and between Christmas until after New Year, unless deemed an emergency by the Manager. This includes delivery of equipment and supplies and cleanup and removal of debris & equipment. Movers are included in this.

UNLOADING / DELIVERIES/ PARKING: These activities must be coordinated with Building Management prior to start of project and a minimum 24-hour notice must be given when the actual delivery will occur. No materials, appliances or equipment may be moved into building without prior scheduling with management and arrangements have been made for elevator & hallway preparation. No vehicles may be left unattended during deliveries. Additionally, contractors or deliveries may be allowed to park in resident or guest spots unless temporary loading or off-loading only with the expressed permission of the manager. Parking of contractors must comply with Parking Policy approved by the Board (March 20, 2019). The Association's Office Manager may grant exemptions based on need and circumstances.

ELEVATORS: The South elevator will be shared with residents and contractors and may NOT be tied up unnecessarily. The North elevator is not to be used by contractors and service personnel. It is only for resident use. The South elevator must be padded & carpeted prior to transporting materials, appliances

or equipment. Use of the South elevator must be scheduled one working day in advance. Elevator may NOT tie up for exclusive use by workers.

BUILDING COMMON AREAS: Driveways and parking areas, hallways, entrances, lobbies, stairwells, social room, pool deck and fitness room are **NOT** permitted work areas or storage sites. Stairways & fire doors must NOT be blocked at any time, per fire code. No materials or equipment may be stored on balconies after work hours. No cutting of any materials is allowed in common hallways, stairwells or lobbies. All material cutting shall be done in unit being altered or in designated area outside of building.

DEBRIS MANAGEMENT: The proper disposal of all materials associated with work in a condo is the sole responsibility of the homeowner/contractor. **NO** materials are to be disposed in the building dumpster via trash chutes; drains or anywhere on property. If a dumpster is needed, it must be coordinated with the Building Manager. All brushes/rollers, trowels and etc. are to be cleaned only in facility located and appointed by the building manager.

ASSOCIATED NEIGHBOR DAMAGE OR WORK IMPACT: Will be the responsibility of offending workmen. And will require satisfactory cleanup and/or restoration and perhaps a penalty fine/deposit. The contractors are requested to use noise abatement and use procedures which minimize noise. The contractor should inform the Manager 48 hours before the noise is to occur, so that the Manager can inform RSA owners of the times that the noise will occur.

HOUSEKEEPING / WORKSITE: The movement of debris throughout the building common areas require contractors to properly protect all surfaces particularly carpets [see building superintendent for specifics] and use of enclosed containers &/or bags is required. Spilled debris in any of the building common areas will require immediate thorough cleanup, work stoppage and possible penalty deposit.

CHEMICALS, ADHESIVES & OTHER odor generating materials need to be planned for and coordinated through the Building Manager & Building Superintendent 24 hours prior to actual commencement of work. If 24-hour notice is NOT given, management may suspend or stop the work forthwith. A proper external ventilation of the condo shall be setup and utilized. **Only low VOC materials may be used.**

► ***SPECIAL NOTE:*** *The management of dust & odors/vapors is a critical concern to residents. VOC infraction will draw an immediate penalty deposit and requires immediate remediation.*

PARKING: Contractors and their employee vehicles may **NOT** park on **Royal St. Andrew East parking area.**

ELECTRICAL, MECHANICAL & PLUMBING: All projects involving these critical building components require special attention, permission & oversight of the Building Superintendent. No condo kitchen exhaust system may be vented into building; however, recirculating hoods may be used.

OFFICE MANAGER: Will have **full responsibility** for the day-to-day oversight of all condo projects and shall consult with the Board in terms of any questions that arise and whether additional resources are needed.

DAMAGES: Any damages to the building common areas such as hallways, carpeting, elevators, doors, gates or driveway will be subject to immediate penalty deposit before any work may resume.

FINES & PENALTIES: A fine and/or a penalty deposit will be assessed for any infractions to these rules.

It may be assessed by the Board based on overall impact to residents, building and its components, and is reviewable upon appeal by the Board. A penalty deposit will be payable immediately. Repeated or additional infractions can lead to the contractor and/or subcontractor being banned from the building.

RESTROOM / SMOKING: Workers may use the restrooms on the first floor. NO smoking is permitted on Royal St. Andrew property. This rule applies to contractors and subcontractors. Any smoking must occur on public pathways on Palm and Gulfstream Aves. public sidewalks.

FIRE ALARM SYSTEM: There are smoke detectors on each floor and throughout the building. Management, upon being advised by contractor, will put the system in a test mode. The contractor will be responsible for the proper sealing of the condo smoke detector. If the building fire alarm is set off because of insufficient precautions and preparation, all expenses associated with this event will be the contractor's & payable immediately. Also, the Sarasota Fire Department as of this date charges up to \$500 per incident.

By signing below, you attest to have read and understand our rules and requirements as outlined and agree to FULLY follow them and have received a copy of this document for your reference. If applicable, you will be responsible for educating and overseeing all vendors, tradesmen and sub-contractors regarding the adherence and compliance to the rules outlined herein.

PLEASE PRINT:

Contractor name: _____ Phone # _____

Print Representatives name: _____

Contractor's Rep signature: _____ Date: _____

Contractor Deposit: \$ _____ Date: _____ Method: _____

It is understood that Contractors, Handyman and DIY are liable for all work in the building assume financial responsibility for any & all damages to common elements / utilities and repairs & clean up as deem necessary.

Royal St. Andrew Representative: _____ Date: _____

UNIT #: _____ Unit Owner: _____ Phone # _____

Unit Owner(s) Signature: _____ Date: _____