

# RENOVATION WORK POLICY

(GIVE THIS TO YOUR CONTRACTOR FOR THEIR INFORMATION)

## ALL CONTRACTORS/TRADESMEN:

**PRIOR TO THE COMMENCEMENT OF ANY WORK the following must be provided to the Lido Towne House Office and kept on file until the completion of work. All paperwork must be reviewed by the Board.**

1. A written detail of **ALL** the work to be performed in this unit.
2. Certificate of Liability Insurance in the amount of \$1 million dollars naming THE TOWNE HOUSE CONDOMINIUMS AT LIDO BEACH as additional insured.
3. Worker's Compensation Insurance.
4. A copy of the license for the contractor - **ONLY** licensed and insured contractors and sub-contractors may be used to perform all renovation work. Electricians & plumbers must have a valid Town of Hempstead license.

**THESE ITEMS CAN BE FAXED TO THE OFFICE AT 516-432-5204.**

### **ALL Contractor/Sub-contractors/Tradesmen Protocol:**

Once paperwork outlined above along with a renovation plan is submitted, you **MUST** await approval in writing from the Board of Managers before any work is allowed to commence on the aforementioned unit.

1. **DUMPSTERS:** Removal of debris is *your responsibility*. Make arrangements to have any and **ALL** appliances, furniture, carpet, and construction materials removed from our premises on a daily basis. Condominium dumpsters **cannot** be used for the disposal of construction debris, appliances, furniture, carpeting, wallboard, metal or wood of any kind. Contractors must remove all such materials from condominium property at the end of the work day. Contractors supplying their own dumpster for refuse are advised that any dumpster being used must be removed from condominium property at the end of each work day. Any questions should be directed to the Resident Manager immediately.
2. All paints, floor finish (polyurethane), adhesives, and cleaners, used in construction must be VOC compliant. In addition **ALL bathrooms with tile showers MUST** have cement board and waterproofing membrane installed.
3. **PARKING: ALL CONTRACTORS ARE RESPONSIBLY FOR OBTAINING A PARKING PASS FROM THE OFFICE WHICH WILL BE DATED FOR THE DURATION OF THE WORK BEING DONE ON THE PROPERTY. It is the unit owners' responsibility to ensure that any & all contractors vehicles are parked either in the unit owner's assigned space (as long as it does not impact the use of adjacent spaces), or in a guest space. If there are questions concerning parking, it is the unit owner's responsibility to contact the resident manager immediately to make acceptable arrangements. Any large trucks or vehicles taking up more than one spot (whether it be the resident's spot or two guest spots) MUST be parked in Courts 1 or 4.**
4. **AT NO TIME shall any vehicles be parked in common areas such as courtyards, sidewalks and or Windward Passage; this is illegal and infringes on the rights of other residents. DO NOT park in the fire zones.**
5. **No contractors' vehicles or storage containers are to be left over night on the condominium property and must be removed by 6:00PM on weekdays and 4PM on Saturdays unless approval is given by the Board or the Resident Manager. Parking in unauthorized spaces or reserved spaces will result in the vehicle being towed off the premises at your expense.**

**IF THESE RULES ARE VIOLATED, THE OWNER WILL BE FINED AND/ OR LOSE THEIR SECURITY DEPOSIT AS LISTED IN THE HOME OWNERS GUIDE.**