



Sherwin Condominiums Association Management Inc.
2555 South Atlantic Avenue, Daytona Beach Shores, FL 32118
(PH) 386-788-4430 (FX) 386-788-4629 email: Shercondominiums@gmail.com
website: www.thesherwin.com

POLICIES AND PROCEDURES

CONTRACTORS AND VENDORS HIRED BY OWNERS

Owners are responsible for the actions of contractors and vendors they hire. Owners may hire whomever they want to do personal work in their unit, but they should require workers to be insured and bonded. A list of vendors that have experienced working at the Sherwin is available in the office.

When a contractor arrives at work they must sign in at the office and follow all applicable condo rules, procedure, work specifications and local government requirements (i.e.: permits). When they have large equipment or materials, they should schedule a padded elevator. Work, particularly noisy, must be restricted to weekdays from 8 am to 5 pm. Contractors must dispose of all packing materials, discard equipment and materials, and clean up all common areas affected. They must provide their own carriers; association valets and grocery carts should not be used.

See attached rules for workers and attached rules for A/C replacements for more details.

Owners may hire association maintenance and janitorial personnel for private jobs, but the work cannot be done on association time.



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Sherwin Rules for Workers

These rules must be followed in order to work in the Sherwin Condominium.

1. Move all equipment, materials, carpet, tile, furniture, etc. through the garage or side doors on the upper deck parking.
2. Do not move any equipment, materials, carpet, tile, furniture, etc. in or out of the front lobby door.
3. Clean up any mess you make in the garage, elevator, landing, hall and any common area.
4. If your materials might damage the elevator walls, contact the office to have padding put up.
5. Return all checked out keys to the office at the end of the day.
6. No smoking in the garage, basement or any common area.
7. Use only the old shopping carts and luggage carts. They are labeled.
8. The front door to the unit you are working in must remain closed.
9. Do not block the lobby door in the garage to unload.
10. Large trailers can be parked on the parking spot in front of the Sherwin sign or on the right side of the ramp going into the garage. Smaller trailers can park on the upper deck parking lot, not in the garage.
11. If you are removing old carpet, take all the carpet and padding with you.
12. If you are laying new carpet:
 - You can only cut the carpet in the designated area of the garage and must clean up after you are done.
 - Take all excess carpet and pad with you.



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A/C Replacement Policy

SPECIFICATIONS AND PUNCHLIST FOR REMOVAL AND REPLACEMENT OF UNIT OWNER'S ROOF TOP AIR CONDITIONER UNIT

This specification is to be given to all roof vendors prior to commencement of work for the protection of both the vendor and The Sherwin Condo Association.

Access to the roof, except under an emergency condition, must be requested from the Manager. The Manager will appoint a member of the staff to personally accompany the technician to the roof. The management representative shall record all vendors on the roof log located at the south roof door. All access to the roof shall be through the south roof door to protect the high visibility area near the clubroom on the penthouse level. A member of management and the technician will agree upon any signs of roof damage that exists adjacent to the work area and in route to the work area prior to commencement of work. Upon completion of the installation the technician will notify the Manager, and another visual inspection will be completed. This inspection will be to identify any roof damage consequential with the service provider and also that these minimum installation guidelines be adhered to. Should a dispute occur, both parties should provide written documentation immediately and submit it to Sherwin's Board of Directors.

1. All debris related to the service work shall be cleaned up and hauled from The Sherwin.
2. The electrical disconnects must be securely fastened to the cabinet to prevent vibration and be installed in a watertight condition.
3. Lightning protection components, cable or air terminal, must be reinstalled on the cabinet as closely as possible to match what existed.
4. All units replaced shall be secured with exterior (visible) straps and fasteners. The straps must be of corrosion resistant material such as aluminum or stainless steel. The fasteners must also be corrosion resistant, such as aluminum or stainless steel. Where the fasteners penetrate the modified bitumen roofing cap sheet, a bead of



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urethane sealant must be installed to encapsulate the fastener for watertight integrity.

5. The air conditioner unit must be permanently marked on the cabinet denoting the corresponding owner's unit number.

Vendor has read and agrees to abide by these guidelines:

Vendor Name: _____ Signature: _____

Company Name: _____ Date: _____

COI Received Date: _____ Unit: _____