



### **Oak Hill Condominiums**

Management Office

1660 Oakwood Drive, Penn Valley, 19072

Phone: 610-664-8440

Email: [admin@oakhillcondo.com](mailto:admin@oakhillcondo.com)

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### **NOTICE TO CONTRACTORS**

#### **Certificate of Insurance (COI) & License Requirements**

Before any work may be performed on the property, the following documents must be submitted to the Management Office. A new submission is required for each individual project.

#### **Required Documentation:**

- A Certificate of Insurance (COI)
- A copy of the contractor's valid **Lower Merion Township license**

Please ensure that the COI meets the following requirements:

- The **unit owner's name and address** must be listed as the **Certificate Holder**.
  - **Oak Hill Condominiums** must be named as an **Additional Insured**.
  - The policy must reflect a **coverage amount of at least \$1,000,000**.
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#### **Submission Instructions**

Please email the COI to: [admin@oakhillcondo.com](mailto:admin@oakhillcondo.com)

For any questions or further assistance, you may contact:

**Sara** – Email: [admin@oakhillcondo.com](mailto:admin@oakhillcondo.com)

**Management Office** – Phone: **610-664-8440**

Thank you for your cooperation.

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