

HARBOR OAKS CONDOMINIUM

RULES FOR CONTRACTORS, MOVERS, AND OTHER WORKERS

Owners and other residents are responsible for the actions of any contractors, movers or other workers they allow to enter the building. Please give a copy of the following rules to all movers / workers you invite into the building. Please notify **Management** at least one (1) day before any furniture deliveries or moves.

Harbor Oaks Homeowners Association

1080 Saint Joseph St 7G
Carolina Beach, NC 28428
910/636-3088 Office
shelley@harboroaksassociation.com

Contractors, movers and other workers at Harbor Oaks Condominium must comply with all of the rules outlined below. Failure to do so may result in work interruptions or denial of entry into the building.

1. Contractors, movers and other workers may work with in the building from **8:30am – 6:00pm Monday – Friday** only. No weekend work is allowed except in emergencies; such as, plumbing leaks or HVAC malfunctions and requires Board approval.
2. Park moving vans on the north side of the portico, parallel to the curb, out of the traffic lane.
3. Contractors may unload under the portico, but must park trucks in the parking lot. Parking under the portico is limited to 10 minutes. Do not use the portico and driveway as a work area.
4. Take equipment and materials directly from the truck to work area. Do not leave tools and other items in the lobby.
5. Provide your own carts and dollies. Do not use the cart and luggage rack in the lobby. They are needed by residents throughout the day.
6. Keep lobby doors closed at all times when you are not in the lobby.
7. Dispose of all construction materials off site, not in Harbor Oaks' dumpsters. Do not put any large or non-bagged items into trash chutes. They may block up the chute or dust may set off fire alarms.
8. Do not block breezeways or areas in front of elevators.
9. Do not leave work items / equipment or dirt in public areas overnight.
10. Notify Management (910-636-3088) if you need to weld or create dust around fire sensors in public areas. Network can temporarily disable fire sensors for you. Dust or smoke will set off fire alarms and cause the Fire Department to respond. Resulting fees will be paid by contractor.
11. If you find that you cannot comply with any of the above rules, contact Management (910-636-3088) for assistance.