

## VI. UNIT REPAIRS / ALTERATIONS / RENOVATIONS

- A. All inside unit repairs, including windows and doors, are the responsibility of the unit owner.
- B. The management and maintenance representatives take their direction from the Board. The management and/or maintenance representative should not be requested to perform repairs that are the responsibility of the unit owner. However, if requested, the management representative may provide a list of available repair and maintenance companies.
- C. Should a unit owner find it necessary to have outside workers perform repair work within a unit, 24 hour prior notification shall be given to the management representative.
- D. Unit owner must submit an Association document to the Board for review and approval prior to alteration or renovation being performed in said unit. Owners are responsible for obtaining a permit to perform electrical wiring, plumbing, windows, exterior doors, kitchen or bath renovation, or sheetrock.
- E. No change, modification, alteration or addition to any unit of common area fire safety devices are permitted. Unit owner will be responsible for repair and/or replacement of any common area fire safety device that is removed, painted or covered over.
- F. All contractors, workers and movers must be given a copy of the “**Rules for Contractors, Workers and Movers**”, and the unit owner must ensure that the rules are followed. Unit owner must meet with management and contractor to go over the Rules for Contractors.
- G. Homeowners performing work themselves must follow the same rules but have extended working hours for Saturday from 10am-5pm and Sunday from 12pm-5pm. No tile removal or disruptive activities will be allowed during weekend hours.

### **A copy of this document is available from the management representative and includes the following:**

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 the management representative at least one (1) day before any furniture deliveries or moves.

### **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 the management representative if you need to weld or create dust around fire sensors in public areas. The management representative 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. Contractor must clean behind themselves daily. If they do not a cleaning fee will be charged to the unit owner.