

HORIZON CONDOMINIUM OWNERS ASSOCIATION CONTRACTOR RULES

Introduction

While the Board of Directors recognizes the desire of an owner to make their unit conform to their own personal requirements, the Association must balance that desire with the rights of all owners. The following rules are intended to protect the safety and comfort of all residents and to preserve and protect the common elements of all buildings and structures.

Any owner who desires to remodel a unit must comply with these rules and furnish a copy of these rules to any architect, designer, contractor and/or trades person who plans to perform work at the Lookout Board of Directors. All work, whether small or large in scope, whether completed by the homeowner or a contractor, must follow these rules

Approvals

Any remodeling work that will modify, infringe upon, or connect to structural or common elements requires prior approval of the Horizons Condominium Owners Association (facilitated through the Board of Directors). A detailed written proposal and plan describing the scope of work and schedule must be submitted to the Board of Directors for review and approval prior to commencement of the work. The owner must provide detailed construction plans of the proposed renovation. The plans should be submitted to the Board of Trustees by mail or email, at least two weeks in advance of the scheduled Board Meeting which precedes the proposed construction start date. In addition, when a unit owner makes a proposal to the Board to renovate his/her own unit, that owner must also give notice to the owners of any and all units above, below, and to either side of his/her unit at least one week in advance of the presentation of the plans to the Board of Trustees.

All modifications shall be performed in strict compliance with the Horizons master deed and by-laws, all applicable federal, state and local laws, rules, ordinances and regulations, including without limitation, all zoning, environmental and related provisions. Common areas cannot be altered or affected by in-unit renovations. The Association reserves the right to have such proposals reviewed by architectural, engineering or construction professionals. The Association's costs associated with such review will be charged back to the unit owner.

Once the Board has approved such construction plans, any material deviation or change order into the Unit owner's remodeling plans, in the discretion of the Board or the Lookout Property Manager, must also be submitted to the Board for review and approval of the modification.

The owner or the owner's contractor must provide a construction schedule to the manager in order that a notice be posted advising of the proposed renovation schedule. This will serve to keep residents informed in advance of construction that may cause noise and or other inconveniences. This notice must be kept current during the duration of the project. The contractor will also provide a copy of the building permit to the Manager for posting.

Permits

Either the unit owner or contractor shall obtain all necessary permits or licenses before commencing any work. All contractors subject to State of Maine licensing requirements, such as electricians and plumbers, must be bonded and licensed by the State of Maine. Building permits must be prominently displayed in accordance with local regulations.

All work will be performed in accordance with the Town of Ogunquit Building Codes, the Horizons Condominium Owners Association Declaration, By-Laws, and Rules and Regulations, and these Contractor Rules. Within 45 days after the work is complete, the same or affiliated professional shall provide the Association with confirmation of the certification that all work was in fact performed in accordance with said laws and condominium documents. The unit owner is subject to fines for failing to timely submit such certifications.

Fees

A non-refundable fee of \$250, made payable to the Horizons Condominium Association, will be charged to the unit owner who undertakes major demolition, construction, renovation and repair work to the interior of a unit when that involves use of the common areas with the potential of substantial wear and tear, e.g., gypsum board, plywood, paint, plaster or creation of construction debris. Unit modifications that exceed ten (10) weeks will be subject to an additional \$250 fee. Major work is defined as work that requires:

- A building permit and/or a time duration of two (2) weeks or longer

- For all projects, where the \$250 fee is not applicable, a non-refundable fee of \$50.00, made payable to the Horizons Condominium Association, will be charged to the unit owner for restoration. This fee is payable prior to the start of the renovation.

Insurance

For any work done at the Lookout buildings, regardless of scope or extent, it is required that the unit owner ensures that they and their contractor have appropriate insurance coverage. The unit owner should obtain and review a copy of the contractor's insurance certificate and insurance endorsement and make sure they include appropriate levels of workers compensation, general liability, and umbrella insurance coverage to protect themselves and the Lookout from potential liability issues. The insurance endorsement should name "Horizons Condominium Owners Association. as additional insured and

state that the coverage is primary and non-contributory. Insurance coverage limits should be determined based on specific project risk assessment. The insurance coverage should be provided by a company licensed by the State of Maine and should provide thirty (30) days written notice of expiration or cancellation.

Safety

All work must be completed following the State of Maine Safety Plan. It is the contractor's responsibility to make sure all workers are properly trained in safety. The Lookout Property Manager has the authority to shut down any work deemed unsafe.

HOT WORKS – Work involving, burning, welding or any similar operations that is capable of initiating fire or explosions are prohibited from the Horizon Condominium buildings.

Electrical Safety – Work involving electrical, the electrical professional will disconnect unit panels from main. Secure against reconnection, verify the system has no power, carry out earthing and short circuiting, provide protection from adjacent live parts.

Common Area Protection

Contractors are requested to use the side building entrance on the Lookout building and not use the front building entrance. The contractor shall provide drop cloths or mats between the building entrance and the unit to prevent tracking dirt throughout the common areas. The doors to the unit must remain closed while work is in progress. The contractor must protect building finishes including the elevator floor and walls. Any damage to the building will be charged to the unit owner. Contractors are responsible for clean-up of all common areas.

Unit owners only own interior surface of walls. Therefore, no structural modifications beyond the interior surface walls are allowed without Association prior approval. Windows, balconies, decks and railings are owned by the Association (and not the unit owner) therefore, they cannot be modified by unit owners.

Hours

All work shall be performed between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday for construction and deconstruction work, and between 11:00 a.m. and 5:00 p.m. on Saturdays for quiet work, e.g., painting. Early start times must be pre-approved by the Lookout Property Manager. No work may be performed on Sundays or holidays. All work to be completed during the off season (September 15th through June 15). The Lookout board of Directors must approve any work schedule and performed during the months of June through September

Conduct

The unit owner is responsible for all actions of the unit owner's contractors, employees, agents and visitors. No loud or offensive language or actions will be permitted. Playing of music or radios that can be heard outside of the unit is not permitted.

Debris

The unit owner is responsible for the removal of all debris. No debris may be left in the common area trash bins, elevator alcoves or other common areas. Disposal of construction debris is not permitted in the common area trash bins. If construction debris is found in the trash bins, the unit owner will be billed for the trash removal at a rate of not less than \$100.00 per incident

Access, Deliveries and Parking

The unit owner shall provide the contractor with a key to the unit if the owner will not be present during construction. Scheduling deliveries of contractor equipment or material must be coordinated with the Lookout Property Manager a minimum of 48 hours in advance of delivery. Materials may not be stored in stairwells, hallways, or any common element. The Association will not make deliveries to the unit, and will not supervise workers in the absence of the unit owner. Limited contractor parking is available in the parking lot. Contractors may not block the Lookout front entrance driveway.

Electrical

All electrical wiring must meet the National Electric Code and must be completed by licensed electricians (as outlined in the HCOA Rules and Regulations).

Plumbing

All plumbing work must be completed by licensed plumbers. All plumbing work that may require the water to be turned off should be scheduled with the Lookout Property Manager.

Plumbing work in common space must be coordinated with the Association's plumbing servicer, water shutoffs in individual units should be utilized. If water shutoffs are not installed, owner must install as part of renovation project. If not available, water shutoff for the appropriate riser stack must be coordinated with the Property Manager in advance and a notice to residents must be posted 24 hours in advance. If the contractor chooses to disregard these requirements, the owner will be subjected to a \$1000 penalty and any expenses incurred from correcting plumbing issues. Plumbers must use compression fittings instead of torches.

Sprinklers

Modifications to the sprinkler head / system is required, prior approval and coordination with the Property Manager is required. All sprinkler work must be completed by 3:00 p.m. in order to have the system back on line by the end of the workday. Horizons sprinkler contractor is Eastern Sprinkler Services Incorporated and fire alarm contractor is Protection One/ADT. The owner is responsible for securing and paying the expenses

of these contractors; the owner or owner's contractor must arrange for these services through Horizons Property Manager after BOD approval.

Heating Systems:

The hot water heating system is owned by the Association. Any and all modification to the heating elements, control valves, thermostats and control wiring are prohibited without approval by the Property Manager. Heat control thermostats, wiring and control valves need to be tested and confirmed by the Property manager. All expenses to repair and replace the control system will be covered by the unit owner.

Structural Exterior and Load Bearing Walls:

When any exterior or load bearing wall is worked on, it must be changed to a shear wall. This will require 1/2 or 5/8 plywood from the floor to ceiling with nails every 3 inches on the edges and every 8 inches in the field. This will have the added benefit of noise reduction and added insulation on the outside walls and the inside walls may or may not be insulated at the owners' discretion.

Exterior walls also need to be insulated.

Exterior Windows / Doors:

During renovations all windows and doors will need to be evaluated by the Property Manager. The property manager will determine if windows need to be replaced at the time of the renovations. All expenses for window and or replacement will be covered by the owner.

The property manager will inspect windows and doors during renovations. If they fail to function as intended the HCOA will replace the failed window and doors. If they pass inspection and the owner is requesting replacement the owner will cover costs.

Security

Exterior doors shall not be propped open, except while material is actually being moved through the doors. The unit owner's contractor, employees, agents and visitors are to restrict themselves to.

The main unit entrance door lockset needs to be approved for use and a key supplied to the Property Manager.

At the discretion of the Board of Trustees, the Property manager, an architect, or engineer representing the interests of the Horizons Condominium Association may be retained to review the project to ensure that construction meets industry standards and that work has been completed according to the approved plans. This will be billed directly to the unit owner.

The following standards have been adopted by HCOA for all renovations:

- Washer/dryer must have a pan and drain built into existing waste pipes.

- Dryers must have an internal vent system.

- Any replacement of bathroom or kitchen sinks must have shut offs beneath the sink

All replacement exterior windows, sliders and doors must have proper flashing installed under them

Should an approved renovation be underway and a matter of safety is revealed, the unit owner must notify the Board within 24 hours and a moratorium on the renovation will be immediate.

Should the Board determine that this on-going renovation would require a repair resulting in a charge upon owners off the association, the Board reserves the right to stop the renovation.

When renovating condominium units, the existing sheetrock, plaster and lathe boards must be removed and not simply added to with layers of new sheetrock. Disposal of the old debris must be arranged for by the unit owner or the owner's contractor.

Dry space may be added to decks only if a gutter like piece is attached at the end where drainage occurs and is installed per supplier's instructions. The intent is to channel moisture with a deck drainage system and not collect or direct water to the deck end beams.

Exterior appearance of the building should not be changed by any renovation and windows, doors, etc. needs to be consistent with existing building.

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