

APPENDIX C: RULES & GUIDELINES FOR WORK IN UNITS

Renovating and decorating in the Dartmouth-Willow Terrace residential community is a unique experience due to the age and complexity of the systems of these buildings constructed in 1927 and 1922, respectively. Work performed incorrectly can cause costly damage to the unit and to the property of neighboring co-owners and can unnecessarily disrupt other residents. These Rules & Guidelines will help make the renovation and redecoration process easier and more pleasant for everyone, and apply to all work performed in both buildings by contractors, co-owners or residents.

1. APPROVAL OF PLANS- Co-owners must submit detailed plans *including timing, list of chemicals to be used and drawings* of proposed alterations of the unit (other than painting, wallpapering and carpeting) to the *Management Company* at least 2 weeks in advance of the scheduled work. *The Management Company will review and submit to the Board of Administrators for final approval.* The board has the right to seek the input of qualified engineers or other experts at the co-owners expense. Allow more review time for projects involving wall demolition or electrical or plumbing work. The Board will not approve plans that include changes that may cause undue stress on common utilities. The board may, at any time and without notice, stop work that is being performed without approval.
2. PERMITS/INSURANCE- The co-owner is responsible for obtaining all necessary government permits and inspections and must provide copies of certificates to *Management*. All contractors must be insured and must provide proof of insurance to the office. *If Co-Owner is acting as General Contractor a builder's risk policy must be obtained and a copy provided to Management. Material Safety Data Sheets (MSDS) are to be provided to the Management Company for all chemicals to be used.*
3. CONTRACTOR COPY- Each co-owner must provide a copy of these Rules to each contractor who is to perform work in the co-owner's unit PRIOR to starting the work. The office will assume that contractors are familiar with these Rules.
4. HOURS- Work may be performed Monday through Friday, between 8:00am and 4:00pm. Out of respect for all residents, workers will not be admitted prior to 8:00am and will be asked to leave at 4:00pm. *At 3:00pm there is only one staff member on duty for both buildings. If/when possible, plan to remove tools/materials that require the freight elevator, prior to this time.* No work is allowed on weekends and the following holidays (or the day before the holiday): New Years Day, Memorial Day, *Independence Day*, Labor Day, Thanksgiving Day and Christmas Day.
5. BLACK OUT DATES- *Renovations that use chemicals(including paint), create noise, dust or require the freight elevator will not be permitted on the following dates; Derby Week, Thanksgiving Week and December 15 through January 5 of any year without prior written Board approval.*
6. CONTRACTOR ENTRANCES- The contractor entrance for the Dartmouth is through the Dartmouth garage on Baringer Avenue; the contractor entrance for the Willow Terrace is through the service entrance off Edgeland Avenue.
7. IDENTIFICATION- Each contractor must identify him or herself, the company name and the unit number for entry to the building. Co-owners must inform staff of names of workers and expected arrival times.
8. ACCESS TO UNITS- Contractors are to use the rear stairways or freight elevators ONLY. Only DWT personnel may operate each freight elevator (contact by calling (wt) 502-643-6534 or (dart) 502-643-

6536). Contractors should advise the elevator operator when he will be needed, as he has other duties and may not be available on demand.

9. WORK AREA- All work must be performed INSIDE the unit. NO work is to be done in hallways, garages, basements, roof areas, loading zones or any other common areas. Common areas, including hallways, carpeting and walls, must be protected during renovation. *It is the responsibility of the contractor or Co-Owner to clean daily; carpets, halls, walls, tables, garage and any common area(s) or furniture affected by the remodel/renovation.*

10. Sample Outline- The following is a sample outline to be provide:

Project Outline

Plans (drawings including specific changes)

Insurance Certificates

MSDS (Chemicals)

Hours of Operation

Summary/Plan

Timing of Project

Waste removal plan

Cleaning plan

Delivery of materials plan

Exit plan