

# **POLICY RESOLUTION NUMBER PR-22-22 CONTRACTOR AND DELIVERY RULES**

**ADOPTED APRIL 17, 2022**

**WHEREAS**, Section IV, subparagraph R of the By-Laws grant to the BOARD, "All of the powers and duties of the ASSOCIATION existing under the Condominium Act, Declarations of Condominium, Articles of Incorporation and these By-Laws...", and

**WHEREAS**, the BOARD deems it necessary to establish rules to limit damage to common areas and protect residents from undue noise and disruption, and

**WHEREAS**, Owners, renters and contractors need to be made aware of the conduct we require of them during construction and delivery,

**NOW, THEREFORE, BE IT RESOLVED THAT** the following rules of conduct be adopted

All owners shall have contractors register at the BCMA office and check out when finished. 8 am to 4pm weekdays. No weekends or legal holidays.

If an emergency weekend fix is necessary (i.e. water leak) the manager or employee on duty shall be notified by the resident.

Deliveries and/or materials too large to fit in our carts need to be scheduled with the office a minimum of 24 hours in advance so that elevator can be scheduled and protected and foyer where unit is located can be covered either by contractor, resident or BCMA. Materials will be made available for the owner/contractor to put down to protect lobby floors. If BCMA staff covers the floor there will be a charge of \$50.00 to cover labor and materials.

The only entrances to be used for delivery or bringing in materials are the A level garage Jessamine Avenue entrance, elevator #2 for the South Tower and University Blvd. entrance, elevator #4 for the North Tower.

If the repair/remodel is going to take more than one day, sometime during the first day contractor or resident shall contact the office to work out a satisfactory schedule for elevator use.

## **Elevators Need to be Reserved**

One scheduled reservation of the elevator per building (includes move ins/outs and construction) is permitted per day. Use of elevators are scheduled on a first-come, first-served basis. A reservation is not final until the security deposit is paid.

All deliveries, pick-ups, unloading shall be made through the appropriate A level garage entrance and reserved elevator. Other elevators may not be used for delivery or contractor use unless the other elevator is out of service. Contractor use is not permitted using the B level or plaza deck entrance. Delivery trucks must park on the street above the designated A level entrance.

## **FOB Access Keys for Doors and Garage Access**

FOB Door and Garage Access Keys are provided by the Seller/Landlord. Management does not provide unit keys.

## **CONSTRUCTION:**

Resident performing a renovation or employing the contractor performing a renovation is required to give a refundable security deposit of \$500.00 with the Bayshore office a minimum of 24 hours in advance of contracted work. A notice with the contractor's name and description of work to be performed, stamped "approved by BCMA management" shall be posted outside the unit. A BCMA representative will inspect all common areas for damage and/or violations before work begins and after work is complete before refunding the deposit. Any violation of rules may be cause for work to be halted by BCMA management until the worker responsible understands the violation.

Violations include but are not limited to:

Failure to remove items or construction materials from the premises.

Leaving construction materials in or beside dumpsters or anywhere else on Bayshore property.

Putting construction materials in trash chutes.

Failure to clean up elevators or any common areas daily. There will be a clean up charge of \$100.00 per day.

Failure to bring materials through A level garage entries.

Failure of contractor to register at the BCMA office.

Failure to follow weekday only 8am to 4 pm timetable. This includes contractor and residents doing their own renovations. If contractor needs just an extra hour to finish up the job, contractor or resident must communicate with the BCMA office before 4pm so that an allowance can be made if warranted.

Failure to use designated elevators.

Damage to common areas and elevators.

Damage to shopping carts.

Withholding of all or part of security deposit is at the discretion of the BCMA office. Owner will be responsible for any damage incurred over and above the \$500.00 security deposit.

Failure to provide security deposit will result in construction being halted until deposit is paid and a minimum of \$100.00 will not be refunded.

**The above is a further clarification, or modification, of the following from our Rules and Regulations:**

Disposition of garbage and trash shall be only by the use of receptacles supplied by the Association. The chutes provided for disposal of rubbish shall be used only between the hours of 7:00 A.M. and 11:00 P.M. All rubbish disposed of in said chutes shall be suitably wrapped.

No owner may make or permit any disturbing noises in the building whether made by himself, his family, friends or servants, nor do or permit anything to be done by such persons that will interfere with the rights, comforts or convenience of other parties. No owner may play or suffer to be played any musical instrument, phonograph, radio or television set in the Private

Dwelling between the hours of 11:00 P.M. and the following 8:00 a.m. if the same shall disturb or annoy other occupants of the Private Dwellings.

Elevators may be used for the carrying of freight only under the supervision of the management.

Moving in/out will be permitted through the "A" level garage only between the hours of 9:00 A.M. and 5:00 P.M. Monday through Friday only.

All private dwelling units shall be carpeted except in the bathrooms and kitchen. NOTE: Any Unit owner who desires to resurface areas of their unit with ceramic tile or wood flooring must have approval of management prior to installation of same.

