

# ST. ASAPH SQUARE CONDOMINIUM ASSOCIATION

## Policy Resolution 2017-02

### **Supersedes all other Policies regarding Construction and Contractor Regulations**

**WHERE AS**, Article 3, Section 3.1 of that section of the Bylaws of the St. Asaph Square Condominium (“the Association”) assigns the Board of Directors of the unit owners association with the powers from time to time to adopt procedures, rules and regulations deemed necessary for the benefit and enjoyment of the condominium; and

**WHERE AS**, the Association has determined it is in the best interest of the Association to establish specific guidelines and procedures when a construction project is occurring.

### **NOW, THEREFORE, BE IT RESOLVED THAT:**

The resident and/or contractor will present a written description and/or drawing of work to be done, start date and anticipated finish date, and permit information. The owner/resident must also submit information on the name of the contractor. The contractor shall produce a certificate that shows St. Asaph Square Condominium and Cardinal Management Group, Inc., as additional insureds.

The Board of Directors will review the request at their next meeting, or earlier if necessary, to accommodate a request.

If the request is acceptable, the unit owner and contractor will sign an agreement with the condominium association regarding rules and specifications for the project, and the unit owner will provide a **\$300** deposit.

The “route” in which the contractors will use shall be walked with a staff member to determine any prior damage, in order for later damage to be assessed properly. The staff member is expected to check the common areas used by the contractor for damage at least once a day when the contractor is present.

At that time, a staff member will be appointed to coordinate that construction project. The staff member will inform the contractor and resident of the restrictions, and expectations for the construction period.

The staff member will obtain, or the unit owner will provide, evidence of licensing and bonding of the contractor to be used in the event of damage to the hallways or loading dock area.

Work shall take place only from Monday through Friday, between the hours of 8:00 a.m. and 6:00 p.m. **No construction work of any kind shall be permitted on Saturday, Sunday or Holidays.**

Owners and/or residents must notify the office at least three (3) days in advance of the arrival of a contractor. This is to provide timely notice to neighboring units of the work to be done, which may cause noise or odors in the building.

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If water or electricity needs to be shut off to other units in the building, the building office staff must be told at least forty-eight (48) business hours ahead of schedule, so that other residents may be notified.

The contractor **must** sign in at the Management Office at the beginning of each workday.

Special (heavy duty) plastic shall be used to cover the carpeting in the area of highest traffic during the project, especially outside the affected unit. All construction materials will be transported in the building using hand trucks, dollies or wheeled carts, to be provided by the contractor. At no time will personnel or construction materials enter or exit the building via windows, French doors or lobby entrances. All construction material entering the building shall be carried or handled through the loading dock or through the door at the end of St. Asaph Street, nearest the guest parking lot. Use of debris chutes must be approved prior to demolition.

All extra building materials, demolition materials, old cabinets, tile, flooring, and drywall, must be removed by the contractor in a workmanlike manner, and none is to be placed in the building dumpsters in the trash rooms. If that policy is violated, the contractor will be charged for the cost of having such materials removed.

At the completion of the work, the unit owner will notify the staff coordinator to conduct an inspection of the traffic areas and determine if any damage has occurred that will require all or part of the deposit to be retained. If no damage is noted, the full deposit will be returned at that time.

At no time will the contractor's advertising materials be posted in the unit window, nor will fliers be distributed in the building.

Moved and passed unanimously at the Board of Directors meeting on July 18, 2017

**ST. ASAPH SQUARE  
CONDOMINIUM ASSOCIATION**

By:

 President

Date:

07/18/2017

# ST. ASAPH SQUARE CONDOMINIUM ASSOCIATION

## INSTRUCTIONS TO CONTRACTORS

Provide to the owner with a written description and/or drawing of work to be done, start and anticipated finish dates, and permits information. The condo Board must approve the work prior to the start date.

Provide evidence of licensing and bonding to the owner.

Provide a certificate to the owner that shows St. Asaph Square Condominium and Cardinal Management Group, Inc., as additional insureds.

Ensure that onsite management is notified of start date at least three (3) days prior to arrival. Notification can be done directly to the office or through the person contracting the work to be done.

If the building's water or electricity needs to be shut off, this information must be provided to condo management forty-eight (48) business hours in advance of shut-off.

Sign in at the Management Office at the beginning of each workday (the office is located at 801 S. Pitt Street on the first floor by the loading dock). Work shall take place only from Monday through Friday, between the hours of 8:00 a.m. and 6:00 p.m. **No construction work of any kind shall be permitted on Saturday, Sunday or Holidays.**

All construction material entering or exiting the building shall be carried or handled through the loading dock or through the door at the end of St. Asaph Street, nearest the guest parking lot. Construction materials may not pass through the building lobby, windows or French doors. Use of the loading dock/service elevator is preferred, but stairs and first-floor patio entry doors may also be used, if accessible from the unit.

Place heavy-duty plastic floor covering on the carpet outside the unit and on the carpet in any other heavily travel areas.

Remove all trash that cannot fit in a trash bag (e.g., flooring, drywall, counters, and cabinets) from the premises. Do not use the condominium dumpsters.

Do not place advertisements anywhere on the property.

If you have questions about these instructions, contact the unit owner or Mr. Serry (Condominium Site Manager) at 703-683-5858.

7/24/2017