

May 10, 1999

STONEWOOD TOWERS PROCEDURE NO. 20

Subject: Owners Responsibility for Contractor Work in Units

Background:

A contractor hired by an owner to perform work within his unit often leaves debris in the hallways, elevators, and other common areas. This is a condition that is completely unacceptable and requires immediate attention.

Procedure:

1. Article XIII cites the owner as responsible for the work performed by their contractors. In addition, the owner is responsible for the contractor's compliance with the hours of operation, parking, and clean-up of the common areas.
2. The Manager will insure that Gatekeepers provide contractors with instructions explaining the following:
  - a. Hours for construction, maintenance and repairs are restricted to the time period 8 AM to 5 PM Monday through Saturday.
  - b. Parking for contractors
  - c. Contractor clean-up requirements.
3. Upon entrance to condominium property, each contractor will be provided with the information in Section 2 above.
4. The owner is responsible for insuring that the contractor clean up all debris left on any common or limited common element areas. If debris is not cleaned up and the contractor has departed, the owner will be called to have it cleaned. If the debris is not cleaned up within one hour after notification, the Stonewood Towers Condominium maintenance staff shall clean up and costs associated therewith will be billed to the contractor by the Association. If not paid by contractor within 30 days of the dated bill, the owner shall be billed and the contractor will be restricted from the premises.
5. Contractors hired to do work at Stonewood Towers must be licensed and carry appropriate insurance.

FOR THE BOARD OF ADMINISTRATION

RICHARD RIST  
SECRETARY