

CONSTRUCTION REGULATIONS AT VASSAR SQUARE

1. Contractors must be accredited and licensed to do business in The City of Ventnor. All work shall be performed by responsible contractors approved in advance, in writing, by the Association. Any such contractor shall not, in the opinion of the Board, prejudice relationships among contractors or subcontractors or the relationship between such contractors and their subcontractors or employees, or disturb harmonious labor relations in the Building, and if such disturbance shall occur, the Building Manager shall have the right to prevent access to the Building and/or remove such contractor and its employees from the building.

The Master Deed of Vassar Square Condominium Association requires that any renovation work to be done in any condominium, an owner must complete the ARC Form (Architectural Request for Change Form) and submit to the managing agent for review and board approval prior to work being started. After prompt review, the unit owner will be notified by the managing agent as to the approval or disapproval of their submitted ARC Form.

When submitting the ARC Form the following documents must be provided with the ARC Form

- (a) All contractors must provide management with a certificate of insurance naming the Association as an additional insured party, specifying the following coverage: General Commercial Liability - minimum. \$1,000,000; Worker's Compensation - Statutory limits. The certificate must be approved by management before said contractors may begin work in the building. Neither the Association nor its Managing Agent shall be responsible for any damage or injury caused by such contractor to a unit or common elements.
- (b) At the request of the Association, waivers of mechanics liens signed by the General contractor (and subcontractors and material suppliers if necessary) with proof of recording shall be provided to management prior to commencement of work.
- (c) Complete plans and specifications of all work to be performed must be submitted to the Association prior to commencing work. Construction plans must be approved in writing by the Board. Complete plans must show all plumbing, mechanical, electrical and firewall information. Any change in plans and specifications or changes arising during construction must also be approved in writing by the Board prior to implementation of such changes.
- (d) The Association must be provided with a copy of the required building permits obtained from the City, and, prior to use and occupancy, a copy of all other approvals and certificates required to permit lawful use and occupancy of the unit.

2. Electrical, mechanical, and plumbing interruptions to the building which are anticipated to last less than one hour requires 72 hours' notice to the Managing Agent. Electrical, mechanical, and plumbing interruptions to the Building which are anticipated to last more than one hour require one week's notice to the Managing Agent, and with respect to any anticipated interruption to the Building's emergency power system, the following shall apply: (1) such interruption shall require the prior approval of the Managing Agent (such approval not to be unreasonably withheld or delayed including, without limitation, the duration of the interruption, which approval may be withheld or conditioned in the judgment of the Managing Agent) and (2) if requested by the Managing Agent, a substitute power source for such emergency power system will be provided by the Owner requesting such interruption during the period of any such interruption. Any interruption of the emergency power system, electrical, mechanical, or plumbing systems shall comply with all applicable laws.

3. Contractors are responsible for removing their construction debris and trash from the building. No construction debris or materials shall be placed in or block stairwells, or otherwise be deposited in locations that would violate the fire code. Construction debris may be temporarily stored in unfinished areas. Common Elements after coordination with the Managing Agent, or unfinished Units (with the Unit Owner's permission, if such Owner is not the Owner of the Unit on which work is being performed), but

all food and hazardous waste shall be removed daily. Contractors must make their own arrangements for removal of construction debris after scheduling and coordinating with the Managing Agent.

No construction debris is to be placed down any unit hallway trash chute.

4. Contractors must provide protection for Common Element floors and walls. Contractors must clean up hallways and elevators daily during their work. Contractors shall seal off the work area to keep dust out of non-work area. Unit Owners shall expeditiously complete all alterations without incurring any mechanics or material-men's liens. All debris that falls onto the floors, in the elevators, in the surrounding areas, and streets must be collected immediately.

5. Stairway doors are NOT to be propped open or unlocked. This is a fire hazard.

6. Contractors are responsible for repairing or replacing any damage to a building Common Element, Limited Common Element or adjacent Units caused by the construction process. Should the contractor fail to make such repairs in a timely manner, the Unit Owner contracting for the construction shall be assessed the costs of repairs.

7. (a) **Fall/ Winter season from September 16th to May 14th** - Contractors are only permitted to work in unit owner's condominium or to be in the building between 8:00 a.m. and 5:00p.m. Monday through Friday, provided that if approved by the Managing Agent, contractors may also work between the hours of 8:00 a.m. and 5:00 p.m. on Saturday upon obtaining such prior consent.

(b) **Summer season from May 15th to September 15th** – Contractors are only permitted to work in unit owner's condominium between 9:00 a.m. to 4:00 p.m. Tuesdays, Wednesdays, & Thursdays and No construction will be allowed on Holidays.

8. Freight elevator (including any elevator being operated as a freight elevator) and the building's loading dock may be used on a non-exclusive basis between the hours and days listed above. Days of the week and hours may be extended upon request made to the Managing Agent, and subject to the approval of the Managing Agent. Elevator doors are to be held open with the "Open" button. No object may be placed in the path of the elevator doors.

9. Unit Owners may be fined for non-compliance with these Regulations. The Association may declare a requirement that an individual unit owner post a fund to be held in escrow and used for collection of fines, if in the Association's opinion, the unit owner's contractors have failed, or previously had failed, to abide by these Regulations. The unused portion of the fund will be returned to the unit owner upon completion of all work.

10. All contractors' and subcontractors' names and names of material suppliers who will make deliveries to the building are to be submitted to the Managing Agent in writing prior to commencement of work. A weekly list of changes is to be supplied to management. All workers and delivery people are required to sign in and sign out of the building. Persons not on the unit's submitted list will not be permitted into the buildings. Each unit owner is responsible for requiring their contractors and builders to comply with all legal requirements including, but not limited to, obtaining permits, which must be displayed at the site.

