

Snowflake Condominium Association

Rules for Contractors When Working For the Snowflake HOA

The following rules must be observed by contractors when performing renovation or repair work at Snowflake for the HOA. A corresponding set of rules must be followed when working for a Snowflake unit owner.

Prior to starting renovation/repair work, contractors must read and agree to comply with these Guidelines.

A. Applicability

These guidelines apply to any project in a Snowflake common area.

B. Contractor

The contractor has responsibility for all aspects of the project, including compliance with all Association rules, and compliance with regulations of government agencies.

C. Resident Manager

The resident manager (or property manager) will monitor the project on behalf of Snowflake owners.

1. Prior permission from the resident manager must be requested to turn off electricity, water or heat for any part of the building, and must be scheduled to minimally affect the residents.
2. Cleanup of common areas must be completed daily and the level of cleanliness accepted by the resident manager.
3. The cost of any additional work done by the resident manager in connection with the project which should have been done by the contractor will be back charged to the contractor at \$50.00 per hour.
4. The contractor must make arrangements with the resident manager for any special parking requirements.

D. Guidelines for Projects

1. Large renovation projects will be started and completed during slow occupancy times to minimize the impact on homeowners. Those times are from the closing of lifts until June 15, and from Labor Day until the opening of lifts.
2. Contractors must submit certificates of insurance showing proof of liability and workers' compensation insurance coverage.
3. Building permits, if required, are to be obtained and displayed at the unit.
4. The project must comply with all Association Architectural Standards as of the date of the project.

5. Because the building incorporates pre-stressed concrete elements, puncturing or penetrating the surface of the ceiling T-beams or other such elements is expressly prohibited.
6. DAILY clean up of all common areas is required.
7. Contractors are responsible for any damage caused while working at Snowflake.

E. Asbestos Abatement

The popcorn ceilings in the building have 3% to 10% friable asbestos containing material (ACM).

1. Contractors working in Snowflake are responsible for understanding and complying with all State and Federal regulations concerning ACM.
2. If any portion of a popcorn ceiling is to be disturbed, the ACM must be disposed of according to regulations.
3. If ACM is removed from the building in an improper manner, such that common areas or a condo unit are contaminated, the Association will take the steps necessary to abate the contamination at the expense of the contractor.
4. The Colorado Department of Public Health and Environment is authorized to levy fines of up to \$25,000 per day for violation of regulation 8B regarding the handling and disposal of ACM. If the Snowflake Association is levied such a fine as a result of the action or inaction of a contractor, that fine will be charged back to the contractor.

F. General Rules

1. Hammering, sawing, etc. may not begin before 8 AM nor continue past 6 PM.
2. Dangerous tools such as power saws, air tools, etc. should not be set up and left unattended in common areas in a condition that passersby might operate and/or be injured by such equipment and tools.
3. Dollies must be provided for transportation of material. Association luggage carts are not to be used for transport of project materials, equipment or waste.
4. Boom boxes, radios, etc. are not to be played at a volume that they can be heard in other units. Volume of such items loud enough to be heard over the noise of saws, hammers, etc. is clearly unacceptable.
5. Workmen are asked to leave their children, dogs, cats, etc. at home. When working in the complex, the homeowners do not want the contractors' family and pets "hanging around" with them at the building.
6. Major construction debris must be disposed of offsite. The building dumpster is for domestic rubbish only. An extra dumpster can be ordered after coordinating placement with the resident manager.
7. Any use of common areas as temporary staging grounds must be coordinated with and approved by the resident manager. Furniture, old doors, appliances, leftover construction materials etc. are not to be stored in common areas or placed in the dumpster.
8. Do not park in front of the garage entry. Pay attention to NO PARKING signs. They apply to everyone. See C5. Unit parking spaces are reserved for unit owners and their guests.
9. No penetrations are to be made to any hallway wall or ceiling for any reason without the express permission of the Property Manager, which will usually be denied.
10. Any penetrations which are allowed are to be restored to the original condition to the satisfaction of the Property Manager.

11. Any modification of any type to the exterior of the building must have the prior approval of the Property Manager in each case. The Property Manger may elect to refer the request for approval to the Snowflake Executive Board.

G. Exceptions

Any exceptions to these rules will require the approval of the Snowflake Executive Board.

Adopted this 28th day of March, 2011, by the Executive Board of the Snowflake Condominium Association, Inc., to be effective immediately.

/s/ Nancy Barnett
Secretary

I have read and agree to comply with these rules.

Contractor: _____ Date: / /

Company: _____

Revised: March 25, 2011