

## CONTRACTOR/VENDOR AGREEMENT

- Working hours are 8:00am to 4:30pm Monday through Friday.
- All contractors must be off the property by 4:30pm.
- Furniture and store deliveries are permitted during these hours as well as 8:00am to 12:00 noon on Saturday.
- Contractors should have all bulk material down service elevator no later than 4:00pm (Mon-Fri).
- Absolutely no contractor work or deliveries on Sunday.
- The concierge desk must be notified of any expected contractors and/or deliveries at least 24 hours in advance.
- Contractors and vehicles with logos must park in designated Contractor spaces (color-coded GREEN). No backing in.

**\*\* Owners must inform the Association prior to any work being done in their unit (See attached form) and supply the Association with required permits, licensing and insurance certificates for the contractor who will be performing the work. For your convenience you may fax or email this information to the Association at 561-845-0158 or [oceantreesi@gmail.com](mailto:oceantreesi@gmail.com). A form is enclosed which must be returned to the Association each time work is anticipated.**

**\*\*\*Owners, or their designees, must supervise their contractor work. In no instance will the OceanTree staff be allowed to supervise or approve work performed in an individual unit.**

**\*\*\*\* The Association staff is not allowed to distribute keys or give admittance to units without prior WRITTEN authorization from the owner.**

**\*\*\*\*\* All contractors are to enter the building on the south side only. All contractors and vendors must sign in at the concierge desk when arriving and must sign out when leaving each day. You will need to leave a cell phone number and your vehicle information when you check in. Photo ID or Driver's License must be presented at sign in. No Exceptions. No one will be allowed in the building without a state / county photo ID.**

**\*\*\*\*\*Contractors must use the freight elevator only and be prepared to transport their own materials offsite. The concierge will assist with the elevator use at check in.**

**\*\*\*\*\* Contractors must use approved floor covering for all areas from the individual floor elevator lobbies to the unit where the work is being performed as well as the first-floor lobby area when construction materials are being transported to prevent damage to the**

Association property. All work areas must be left in a clean condition at the end of each day. All construction debris must be transported off site by the contractor. The air conditioning intake vent should be covered when any drywall, sanding or finishing work is being done. \*\*\*\*\* Prior to commencement, contractors must notify Management of a dumpster delivery if one will be used. Dumpster location will be directed by management.

After the work is completed an inspection of the common areas will be done. Damage to any part of the Association property will be documented by the General Manager and deducted from the deposit on file with the Association prior to returning the deposit at the end of the project. Initial by contractor: \_\_\_\_\_

\*\*\*\*\* NO MATERIAL PREP MAY BE PERFORMED ON THE BALCONY. ALL WORK MUST BE DONE INSIDE OF THE UNIT. If this provision is violated, the contractor along with his staff will be escorted off the property until further notice. Initial by contractor: \_\_\_\_\_

A REFUNDABLE construction deposit, as listed below, will be required from either the owner or the contractor prior to commencement of any work. Maintenance and emergency work are exempt from the rule.

Short term project (1 day or less)	\$100
Long term project (More than 1 day)	\$2,000.00

All flooring projects, other than carpet replacement, must be approved by the General Manager prior to installation to assure that the product meets noise abatement requirements for a multiple dwelling.

Any work involving plumbing, electric or major construction of any kind needs to be reported and approved by the Association prior to work being done. All permits must be supplied to Management.

Any work that will affect the fire alarms, such as heavy sanding or welding, must be reported to the Association prior to the start of work. If not reported and such work results in an unnecessary response of the fire department or fire security company, and charges are incurred, these charges will be the responsibility of the owner and/or contractor.

Maintain proper dress; shirt and shoes must be worn at all times. The Association requires that all contractors working at this site wear logo shirts indicating the name of the company they represent. Initial by contractor: \_\_\_\_\_

Smoking is not permitted in the units, common areas or elevators. If the contractor does smoke outside the building, please dispose of all cigarette butts in the appropriate trash area.

Loud music, disrespect of Association staff or profanity will not be tolerated.

**\*\*\*\*\* I have read the Rules regarding contractor work at OceanTree Condominium Association, Inc. and agree to abide by these rules. I understand that violation(s) of any of these rules may result in denial of access to the property along with the loss of any and all security deposits. Oceantree reserves the right to litigate any violation(s) of this agreement and or any violation of the Condominium Documents.**

\_\_\_\_\_  
**Contractor Signature**

\_\_\_\_\_  
**Completion Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner(s) Signature**

\_\_\_\_\_  
**Unit where work is to be performed**