



OCEAN HOUSE RULES AND REGULATIONS

Unit Modification Policy

Unit Work and Modifications

The Board of Directors in 2008 adopted a policy governing work performed by an owner, vendor, or contractor inside of their unit. This policy is not intended to control a unit owner's right to work and improve their property and applies to both contractors and unit owner doing their own work. Even small work projects have the potential for causing damage to common areas (spilled paint, rolls of carpet denting walls, etc.) This policy protects the Association and the unit owner. In many instances, the only requirement for the unit owner, will be an email or phone call and filling out the [Application for Unit Work Form](#) below. Email the Board of Directors with a brief description of the work project (call if you do not have email). It will then be determined what items in the Application Package will be required. The term 'contractor' applies to both a 'hired contractor', and/or unit owner doing their own work.

Structural Modifications

Pursuant to the Condo Documents, the removal or modification of any interior walls or framing must be reviewed and approved by the OHCA engineer, with all costs, if any, to be paid for by the unit owner.

Schedule

Unit owners shall not schedule construction and remodeling projects during High Season, defined here as **June 1 through Labor Day**.

Documents

These documents may be required in the Application Package:

- 1) Application for Unit Remodeling Form (Attached)
- 2) Builder's trade licenses as required by Code Enforcement
- 3) Builder's Liability and Worker's Compensation Insurance
- 4) Certification of weight limits for elevator transportation.
- 5) Drawings of intended project may be necessary.
- 6) Security deposit of \$500.00 for damage and/or cleanup of common areas, if necessary.

Authorization

All unit work must be authorized by the Board.

- 1) The unit owner must submit all required materials for approval to the Property Manager for work no less than 4 weeks prior to the start of any work. The only exception to this requirement will be emergency repairs such as plumbing, electrical or HVAC.
- 2) The Board must act on the request within 2 weeks. The Board will have no jurisdiction over the style, design, etc. of the work being performed. Note: Board authorization is not intended to mean that the Board has reviewed and checked any professional engineering which was submitted.



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Contractor Rules

- 1) Prior to the start of work, the contractor will submit to the Property Manager copies of all required permits for the project. If a contractor is found to be doing work without required permits, OHCA has the authority to stop the project, and notify Code Enforcement. Any fines or penalties assessed by Code Enforcement will be the responsibility of the owner/contractor, and OHCA will be held harmless.
- 2) The contractor may not use the catwalks as a work area. If a contractor is found to be using the catwalks as a work area, there will be a \$1000 fee to dismantle and clean the EPDM roof and roof drains. Any damage to the catwalk flooring will be repaired only by OHCA authorized contractors and be charged to the unit owner.
- 3) Parking for contractor vehicle(s) will be provided by the unit owner. Contractors will not park in any other owner's parking spot without that owner's prior approval.
- 4) Any damage to the catwalk or any other common area or limited common area flooring resulting from the transporting of materials and equipment to the unit will be charged to the unit owner.
- 5) Contractors are NOT ALLOWED to use OHCA wagons to transport materials and equipment. Industrial carts are required for this type of work loads.
- 6) The standard time of work is 8AM to 5PM Monday through Friday, except holidays. Advance written approval must be requested from the Board of Directors to work outside these hours. Notify the Property Manager to obtain approval.
- 7) Dispose of construction debris properly off Ocean House property (i.e. use of the Association's dumpsters and trash receptacles is not allowed).
- 8) The contractor should provide the correct type and number of fire extinguishers.
- 9) The Contractor should minimize any disruption to the other owners and occupants:
 - a) Control construction noise, including entertainment devices.
 - b) Control nuisance fumes.
 - c) Keep the Common Area egress paths always clear and clean at least at the conclusion of each workday. The Association reserves the right to require more frequent cleaning depending on nature of Contractor's work.
 - d) Provide strict discipline and order among his/her employees
 - e) Not post any signage
 - f) Not smoke tobacco products in any Common Areas of the property
 - g) Not bring any hazardous or unlawful products onto Association property
 - h) Not permit large amounts of waste, trash, rubbish, etc. to accumulate on Association property
- 10) The contractor must certify (part of submittal package) that materials and equipment being transported via OHCA elevator do not exceed the weight limits of the elevator. (The Ocean House elevator is rated 2100 lbs. max. weight)
- 11) The unit owner cannot authorize, nor is authorized to perform ANY work beyond the



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limits of ownership. The unit owner cannot authorize work in the Common Areas or Limited Common Areas associated with the unit (i.e. main building front decks, townhouse decks).

- 12) If the work being performed requires Town Code Enforcement permits or trade permits, the contractor will submit a copy of the final approvals as approved by the jurisdiction having authority on the work.
- 13) Upon completion of work the contractor will request a final inspection of all common areas and associated traffic routes to the unit by OHCA. Deposits for damage/cleaning will not be released until an OHCA authorized agent makes their inspection and approves the contractor's final clean-up and that no damage to common elements has occurred.
- 14) A copy of this Policy must be given to the Contractor(s) prior to start of project.



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Application for Unit Work Form

Unit ____ Owner: _____ Date: _____

Scheduled Start Date: _____ Scheduled Completion Date: _____

Description of Project:

Company 1 Name: _____ Company contact: _____
Phone: _____ Emergency Phone: _____

Company 2 Name: _____ Company contact: _____
Phone: _____ Emergency Phone: _____

Company 3 Name: _____ Company contact: _____
Phone: _____ Emergency Phone: _____

Any modifications to sprinkler head locations? If yes, please explain:

Any requirements to shut down utilities (water, electric, telephone, cable)? If yes, explain here:

Any special building access requirements (crane, lift, etc.)? If yes, please explain:

Is elevator required to move materials? If yes, please indicated dates that elevator pads will be required: _____ to _____

Will there be any large-scale delivery requirements? If yes, what date(s)?

_____ to _____

Required documents attached:

____ Builders trade licenses as required by Code Enforcement

____ Builders Liability and Worker's Compensation Insurance

____ Certification of weight limits for elevator transportation

____ Drawings of intended project as may be necessary

____ Security deposit of \$500.00 for damage and / or cleanup of common areas if necessary

Owner Signature: _____