

DATED 5/10/2022

Ocean Towers Condominium Association, Inc.

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Rules of Conduct for Contractors

Ocean Towers Condominium Association, Inc. welcomes all contractors who perform services for the Association and/or its Unit Owners. All contractors are expected to respect the rights of the Unit Owners and their property. The following rules should be observed:

1. Contractors, including deliveries, etc. are welcome to the property: **Monday through Friday from 8:00am to 4:00pm**. There are no restrictions for emergency services.
2. **Construction Noise:** Major construction projects, within a unit, which have the potential of disturbing others, example: using a pneumatic hammer, or drilling in concrete, must be done Monday through Friday between 8:00am and 4:00pm.
3. Contractors, including deliveries, etc. must register at the Association Office upon arrival and initially supply a scope of work, proof of insurance and the appropriate licenses (sub-contractors may need to provide permits on certain projects). Owners are potentially liable for faulty work that damages other properties (example: water leaks or use of corrosive attaching or other materials). If the office is not open the contractor must leave a notice of the time of arrival, location, phone number and nature of the services to be performed. The black mail box by the front door to the clubhouse is provided for that purpose.
4. Extensive renovation projects by General Contractors will be inspected weekly to insure compliance with Associations Rules and Regulations (example: installation of approved sound abatement materials under tile, no drilling (channeling) into the ceilings (common area) and no alteration to the common area and any cutting of tile/granite will be done using a wet saw.)
5. Contractors may use loading and unloading zones only for those purposes. All vehicles must be parked on the west end of the parking lot unless permission is secured through the office. Dumpster locating must also be approved through the office.
6. **Structural Unit Alterations:** No structural alterations or modifications to any unit, the common elements, or limited common elements are permitted without the prior approval of the Board of Directors. The Board of Directors may withhold such approval on aesthetic, safety or other grounds or as otherwise limited in the Declarations.

7. **Flooring:** Due to noise factors, owners must get approval before installing any hard flooring in their units. An approved sound barrier under tile or other hard surface flooring is required on second floors and above. Board approved sound material **MUST** be used. Our minimum standard is ¼" cork. Mapesonic and Flex-Guard are examples of products that are approved by the Board and are equal or better than cork.
8. **Porches:** Sound barrier material is not permitted on open porches due to concrete spalling history. No carpeting or rugs of any kind are permitted on open porches, walkways or balconies.
9. All work and services should be performed in a neat, orderly fashion. All common areas must remain open and access to the units may not be impeded. **Elevators must remain accessible to the residents and proper protection must be provided for elevator walls and flooring.**
10. Coverings should be laid to prevent wind-blown debris, paint, stains and all other materials from being spread throughout the area.
11. All construction materials, packing supplies, coverings, etc. should be removed from the premises upon the completion of the work. **Discarded building materials, doors, screens, cabinets, flooring, etc. may NOT be placed in the Association's dumpsters no matter how small the amount.** All spills, stains, dirt and dust must be completely cleaned up and removed.
12. Association shopping carts are for the exclusive use of the residents and may not be used by contractors. Separate low rise carts are supplied for contractors and can be found in the trash room.
13. Work **MUST** be done inside the unit, not on the balconies or catwalks.
14. The unit owner shall be liable for damage to the condominium property caused by deliveries, moving, maintenance or transportation of property.
15. Only trades people who have met insurance requirements shall be allowed to work in the owner's units. Otherwise, the unit owner shall be responsible to indemnify, defend and hold the Association and other unit owners harmless against any loss caused by the work.
16. Owners should not provide keys to contractors, all access to the building should be through the Office.
17. Any work done on the A/C units must be through Maintenance Personnel to gain access to the roof area. This can be set up through the front office.
18. **During and after all work the safety and comfort of the residents and their property must be a foremost priority.**