

## **Sherwin Villas Owner's Association**

### **Contractor's Checklist**

Before any owner can proceed with work requiring a building permit from the Town they must first submit it to and be approved by the Board of Directors (blueprints and scope of work) before work can begin.

A building permit is required by the town and the BoD for work that consists of altering the original structure, electrical or plumbing that could interfere with or possibly inhibit and compromise the common area infrastructure. If in doubt whether a permit would be required please contact the Town or the Property Manager.

#### **IMPORTANT NOTE**

In addition, when any work is being performed in a unit that will create dust or require debris to be removed from the unit, whether or not a building permit is required, a full scope of procedures should be reviewed between contractor and the Property Manager; anticipated length of time onsite, proper housekeeping and trash hauling procedures, vehicles parked onsite, etc. Managers need to know who is on the property and what their purpose is at all times.

Any damage caused to the property, its infrastructure or utilities (including electrical, plumbing, etc.) will be billed to and is the responsibility of the unit owner.

ALL contractors will be responsible for hauling away any debris from the jobsite on a daily basis or stored in a dumpster provided by the owner/contractor; storing a container of any type onsite must be approved by the BoD. Sherwin Villa's trash dumpsters are not to be used for remodel waste under any circumstance.

ALL contractors will be responsible for leaving the Common Area entryways clean and clear of debris at all times. Contractors will keep noise from radios, CD players and or televisions down to a minimum. If and when possible, keep the unit doors closed when noise is expected or long durations. This is to avoid guest discomfort. If there is an owner or guest in the unit next to the work being performed, please be considerate while working. There will be no foul language or unnecessary loud and disruptive noise unless work related.

At the end of each day contractors will be responsible for leaving the Common Area as clean as it was when they arrived; this means vacuum and or dust if necessary. In the evening it should look as if no one has been in or around the unit. This includes the grounds and perimeter of the property. The contractor is responsible for any debris that might be blown around the property by wind.

If any of the above procedures are not adhered to, the unit owner will be held responsible and possibly fined if deemed necessary by the BoD. If a contractor is given a warning by the BoD or Property Manager, the owner will be notified and given an explanation of the future consequences if problems persist.