

Moreland Courts Condominium Association, Inc.

CONTRACTOR POLICY AND PROCEDURE

This *MCCA Contractor Policy and Procedure* (Policy) applies to all trades, contractors, subcontractors, workers, design professionals, construction managers, or other individuals working or responsible for those performing work (contractor) at Moreland Courts, and Unit Owners (Owners) who perform such work themselves.

1) BEFORE WORK BEGINS

Access will be granted to a Unit or Common Element (as defined in the Moreland Courts Declaration) to any contractor seeking to perform work once the following conditions are satisfied:

- a) **SINGLE DAY REPAIR/IN-KIND REPLACEMENT.** Owners must consult and coordinate all single day repair or in-kind replacement with MCCA Management (Management). Work may have unintended repercussions on neighboring Units. Unless it is an emergency, all single day repair work is subject to this Policy.
- b) **REMODELING POLICY COMPLIANCE.** All provisions of *MCCA Remodeling Policy and Procedure* and *MCCA Remodeling Standards and Specifications Manual* are reviewed, agreed to, and satisfied, and Management has a signed copy of the *MCCA Remodeling Agreement* on file. (Copies obtainable from Management.)
- c) **COMPREHENSIVE CONSTRUCTION PLANS.** All documentation, descriptions, plans, specifications, and other necessary information are provided to Management.¹
- d) **ADVANCE APPROVAL.** Review and written approval of a project is issued by the appropriate MCCA authority.¹
- e) **SECURITY DEPOSIT.** Contractor(s) or Owner(s) has provided Management with the appropriate Security Deposit.¹
- f) **BUILDING PERMITS.** Copies of all Building Permits are provided to Management.
- g) **WORKERS' COMPENSATION AND PROOF OF INSURANCE.** All individual contractor firms have provided Management with proof of Workers' Compensation and applicable Liability Insurance.¹
- h) **IDENTIFY CURRENT CONDITION IN ADJOINING UNITS.** Pre-work condition photographs of adjoining Units are coordinated with and provided to Management.¹
- i) **COMMUNICATIONS.** Appropriate communication letter and weekly work schedule are provided to Management for distribution to MCCA neighbors.¹
- j) **MEET WITH MANAGEMENT.** All contractors must meet with Management to review unloading and delivery of materials, parking, use of elevators and stairways, permitted work hours, and other matters relating to the work.

- 2) **SIGNED CONTRACTOR AGREEMENT**
Each contractor is required to complete the *MCCA Contractor Agreement* once per overall or discrete project.
- 3) **MECHANICS' LIENS**
Each contractor agrees to keep MCCA property, including units, free of mechanics' liens resulting from or connected with any Owner remodeling project, to secure the release and discharge of any mechanics' liens that may be filed relating to any Owner remodeling project, and to indemnify and save MCCA harmless against all such liens.
- 4) **HISTORIC FABRIC WILL BE PRESERVED AND PROTECTED**
- 5) **REPORT DEFECTS**
Report all defects promptly to Management.
- 6) **MINIMIZE IMPACT ON NEIGHBORS**
All work should be done as quietly and quickly as possible.
- 7) **WORKING HOURS**
Work is permitted only Monday through Friday between the hours of 8:00 AM and 5:00 PM except on major religious and/or legal holidays. *Jackhammer or masonry demolition work is further restricted to the hours of 9:00 AM to 4:00 PM. Management may allow or request exceptions when reasonable and limited circumstances are demonstrated.*
- 8) **DAILY CHECK-IN AND CHECK-OUT/CORMERE AVE ENTRANCE ONLY**
All workers must use the back Cormere Avenue entrance and check-in and out daily with the MCCA Security Gatehouse.
- 9) **CONTRACTOR VEHICLES**
Contractor vehicles may not be parked on the back driveway, unless previously approved by the Management Office. There is a 20 minute limit to load/unload supplies and materials or debris removal. Contractors may park their vehicles on Cormere Avenue, Haddam Road, or the northeastern quadrant parking lot behind Shaker Square.
- 10) **DEBRIS REMOVAL**
Removal of debris from the property is the sole responsibility of the contractor(s). MCCA dumpsters may not be used. Outside dumpsters may be allowed in limited locations with Management's approval.
- 11) **RADIOS**
Head phones may be used, since radios may not be played on MCCA property.
- 12) **SMOKING**
The only permissible smoking location is by the back Cormere Avenue entrance gate.
- 13) **FRONT ENTRANCE/PASSENGER ELEVATOR ACCESS**
Contractors use the back entrances and stairways or the freight elevators where they exist unless specifically permitted and coordinated with Management.

14) KEEP DOORS CLOSED/SECURE

Each contractor is responsible to ensure that, when entering or exiting a building, exterior doors are *never* propped open and left unattended. *See Management for additional contractor jobs to alleviate the need to prop open exterior doors.* If it is necessary to have an exterior door remain open, Management will assign a MCCA employee at \$30.00/hour (or current hourly Maintenance Service Charge) at Owner's expense to monitor the door. At no time shall contractors give entry to any persons unknown to them at an exterior door or gate.

15) DRIVEWAY GATES

If contractors require entry through gates, contact MCCA Security Gatehouse (216-751-1101) to request that it be unlocked. It will be re-locked and opened again at time of departure. If daily entrance is necessary, see Management for alternatives.

16) CONTAIN DUST/CLEAN UP COMMON ELEMENTS

Contractors are responsible for keeping the Common Elements of MCCA buildings dust free and clean during and after each work day.

17) INSPECTION

If an inspection is required by law of any completed work, Management must be notified in advance by the Owner or contractor so a MCCA representative is present at the inspection.

18) CONTRACTOR ENFORCEMENT

Failure to comply with this *MCCA Contractor Policy* and other MCCA rules may result in the permanent removal of the contractor or contractor firm from MCCA property.

19) RIGHT TO REVISE POLICY

The MCCA Board of Directors may revise this Policy at any time in the future, at its discretion, with due notice to Owners.

Policy approved by the MCCA Board of Directors on October 27, 2015.

¹ See the *MCCA Remodeling Policy and Procedure* and the *MCCA Remodeling Standards and Specification Manual* for additional information.