

## **GUIDELINES FOR RENOVATION**

1.0 Renovation plan has to be submitted to and approved by the Board of Directors before the actual work starts in the event the scope of work is deemed major by the manager.

**2.0 Contractors may work Monday through Friday, 8am – 6pm only.  
No weekends or federal holidays**

3.0 Contractors must immediately park their vehicles after the loading and unloading of construction material and tools (**not in Fire Lane**) in contractors parking not to exceed 4 hours for short term parking. In the event the renovation is over 4 hours or extended days contractors shall park in the lower parking lot in any stall that does not have a reserve sign. Short term parking for a maximum of two (2) hours and not more than 2 contractors of different companies is permitted for two of the 15 minute parking stalls.

4.0 Contractors have to keep the common area clean by covering the area outside of the main door of unit with carpets/rugs. If the elevators or common area walkways necessitate mopping or sweeping contractor agrees to cooperated and perform as many times as needed, to Include washing of the elevator carpet.

5.0 Contractors must dispose of construction debris and trash outside of Oka Towers Condominium. The Oka Towers' commercial trash can is strictly for household trash of the residents. Dumping construction debris to the trash chute also is prohibited as it will damage and/or block the trash chute. Owner of the unit or contractor will be charged \$100.00 each time the contractor has violated this rule.

6.0 Contractors have to provide their own dolly or cart to load/unload construction material and tools to the work site. Shopping carts in Oka Towers are strictly for the residents of Oka Towers Condominium. Contractors shall use only the #1 elevator on the right at all times.

7.0 Contractors have to pay all the repair costs for damage of common property caused by the contractors: for example – damage to the elevator while moving construction debris (material) and tools in and out to the work site. Owner or contractor shall deposit \$200.00 (refundable) as stated in the house rules 8.4.6 if deemed by management.

**8.0 No jack hammer is allowed any process of renovation.**

9.0 Tiles on the balcony shall be replaced only with the same color as the existing tiles.

10. As owner of the unit or contractor, these terms are understood and agreed to. However please remember, you are responsible for your contracted workers while on Oka Towers property.

OWNER:  
SIGNED : \_\_\_\_\_

CONTRACTOR SIGNED/PRINT:  
\_\_\_\_\_

PRINT : \_\_\_\_\_

Contact # : \_\_\_\_\_

Unit # : \_\_\_\_\_

Date : \_\_\_\_\_

Deposit/Ck. # : \_\_\_\_\_

\_\_\_\_\_

Contact#: \_\_\_\_\_

\_\_\_\_\_

Contractors fill out the back side on the time line and the scope of work

Date renovation will start: \_\_\_\_\_

Short term time line and exact scope of work.

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Long term Time line Week # 1

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Long term Time line Week # 2

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Long term Time line Week # 3

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Long term Time line Week # 4

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Fill out addition page for longer term.

Date renovation will complete: \_\_\_\_\_