



December 30, 2022

Dear Sunset Harbor Owners:

Please find enclosed the rules and regulations for all contractors working in individual units, as well as the procedures for getting Board approval PRIOR to the contractors working in the building.

Should you have any questions, please feel free to contact our office.

Thank you.

Very truly yours,

Jean Beeson
Agent

SUNSET HARBOR CONDO ASSOCIATION

CONTRACTOR RULES & REGULATIONS

- A request for approval must be submitted to the management office 2 weeks prior to work starting.
- The contractor must provide copies of the following:
 - Certificate of insurance that includes both general liability and workers compensation insurance policies.
 - NJ state contractor's license, plumbing license and/or electrical license
 - Ocean City Mercantile license
 - Documentation describing the scope of work being completed.
 - All permits issued by the city of Ocean City.
- Unit owner or their representative must be present at the beginning of the job to show the contractor the designated parking area and common areas.
- Contractors must take all trash with them. No trash is to be staged in carports, or outside decks, common areas overnight. Dumpsters, if necessary, will be staged 20' from the building at all times, ground protection is necessary for all containers.
- Contractors are not permitted to store materials or tools in the common areas, including the walkways. Common areas, stairs, and landings are to be broom swept daily.
- Work may only be completed during the designated time frame, which is Monday through Saturday from 8 AM to 5 PM. No work can be done on Sundays.

FAILURE TO ABIDE BY THESE RULES AND REGULATIONS
WILL RESULT IN MONETARY FINES BEING ISSUED.

FIRST OFFENSE - \$150.00
SECOND OFFENSE - \$250.00

Contact Property Management Consultants with any questions.
609-390-0300