



Renovation and Construction Registration and Information Packet

UNIT INFORMATION

Unit Owner Name: _____ Unit Number: _____
Contact Number: _____ Date Applied: _____

RENOVATION INFORMATION

Type of Renovation: (Please check box below)

Note: Renovation Type 2 thru Type 4 require review and approval by the Board of Directors. Please be sure to submit your application, along with any drawings, samples, permits, contracts, or any other related documentation in a timely manner prior to scheduling the start of your work.

TYPE 1 - Minor Interior Finishes

Work including but not limited to painting, wall coverings and carpeting.

TYPE 2 - Major Interior Finishes

Includes work such as the replacement of major appliances, installation of closet shelving systems, a new toilet, hot water heater, or floor refinishing. Work that is likely to disturb a neighbor (e.g., odors from specialty paint, excessive noise from drilling or hammering) or is more than thirty (30) days in duration. Permits may be required.

TYPE 3 - Construction Improvements

Construction work including but not limited to that involving demolition, plumbing alterations, wall partitions, electrical alterations, kitchen cabinets, and tiling. Work that typically requires a permit from the Township.

TYPE 4 – Demising/Load-Bearing Wall Alterations

Construction that creates separate units, or to combine separate units to form a larger unit and alterations that affect a perimeter wall, ceiling or floor.



RENOVATION INFORMATION CONTINUED

Required Submittals:

All contractors, or persons, including unit owners, who are performing work **must provide a certificate of insurance**. In addition, the following submittals are required for each type of renovation:

- **Type 1 – Minor Interior Finishes:**
Use the Renovation Details (page # 3) to provide start, end dates for your renovation. Use the same form to provide a detailed description of the work to be completed.
- **TYPE 2 - Major Interior Finishes**
Use the Renovation Details (page # 3) to provide start, end dates for your renovation. Use the same form to provide a detailed description of the work to be completed. Please note any work that may cause a disturbance to your neighbors, and be sure to include delivery dates for major appliances or materials.
- **TYPE 3 - Construction Improvements**
Typically, a contractor will perform this type of renovation. The contractor should submit a detailed description of the work along with a proposed construction schedule. This should include detailed plans identifying the location and type of improvements/renovations. All relevant permits (demo/plumbing/electrical/building) must also be provided. In addition, it is recommended that a copy of the Contractor’s proposal be included.
- **TYPE 4 – Demising/Load-Bearing Wall Alterations**
Same as Type 3 but must include certified drawings by an architect, including a report from a certified engineer approving the modifications.

CONTRACTOR INFORMATION

Company Name: _____

Main Company Contact Person: _____

Main office number: _____ Cell number: _____

List any sub-contractors: (Painters/Plumber/Electrician etc)

Please Note: All sub-contractors must be listed under the primary General Contractor’s insurance, or provide a copy of their own insurance.

Contractor Name	Profession	Contact Number



RENOVATION DETAILS

Renovation start date: _____

Renovation end date: _____

Description of renovation(s): (Please be detailed)

Notable Dates: (Demolition/loud noise/deliveries/elevator reservation)

Other Notes:

Please attach any necessary drawings, diagrams, construction schedules, or other related documents.



ADMINISTRATION DETAILS (FOR OFFICE USE ONLY)

Date application received: _____

Documents received:

- Completed application YES NO
- Contractors certificate of insurance YES NO
- Contractor license YES NO
- Permits as required
 - Electrical YES NO N/A
 - Plumbing YES NO N/A
 - Building YES NO N/A
 - Demolition YES NO N/A
- Plans and drawings as needed YES NO N/A

- Is application complete? YES NO

List any addition information required:

- Date additional information requested from Unit Owner/Contractor: _____
- Date information received and application complete: _____

Date application sent to Maintenance Team: _____

Date response reviewed from Maintenance Team: _____

- Is application approved? YES NO
- List any addition information required:

- Date additional information requested from Unit Owner/Contractor: _____
- Date information received from Unit Owner/Contractor: _____

Date application approved: _____

Date Unit Owner notified: _____

Appendix 1: Contractor Code of Conduct & Construction Guidelines

Unit owners and contractors must carefully follow all procedures and requirements when remodeling or refurbishing a unit, or when completing major repairs.

1 Overview of Rules for Construction and Contractors

1.1. Purpose: The rules and requirements set forth below are intended to protect the value and physical integrity of the buildings, and to help safeguard the physical integrity of each unit from damage resulting from poor construction or repair methods.

1.2. Compliance: At all times, the Unit Owner shall comply with all federal, state, local and association rules, regulations, laws, codes, and requirements for any Construction or repair work to be done in a Unit, including but not limited to providing permits, plans, notice and/or receiving approval from the Management Office and/or Board of Directors.

1.3. Definitions:

a. The term “Contractor” includes the general contractor, his or her agents and employees, and all sub-contractors, vendors and suppliers, and their agents or employees. The term “Contractor” also includes contractors who are also unit owners performing contractor work in other units.

b. The term “Construction” includes any addition or demolition of infrastructure, repair or replacement of fixtures, and installation or removal of fixtures. The term “Construction” does not include minor repairs and cosmetic changes. (e.g., painting, hanging pictures, etc.).

c. The term “fixtures” means any and all items that are permanently attached to the infrastructure of the unit, including but not limited to flooring, cabinets, plumbing fixtures, lighting fixtures, electrical boxes, heating and cooling units, and water heaters.

d. The term “infrastructure” means all walls, ceilings, floors, plumbing pipes, electrical wiring, and gas lines.

2 Procedures for Construction in the Building

2.1. Notice: Unit Owners must notify the Management Office of any Renovation/Construction/Repair taking place in the unit, regardless of whether the work is done by a contractor or by the owner. Notification must be given a minimum of two (2) weeks before construction work begins. No work shall commence until the Maintenance Department and the Board of Directors has approved the work. The procedure for approval is as follows:

2.2 Owner and/or Contractor must submit a completed Renovation and Construction Form to the Management Office, copies of which are available in the Management Office.

2.3 If the Owner is using a Contractor, the following documentation must be provided along with the Construction Form:

- a. Proof of business insurance, in compliance with 4.1 below;
- b. Copies of all applicable licenses and registration;
- c. Copies of any required permits; and
- d. Copies of blueprints and plans where applicable.

2.4. Owners seeking to do construction within their own unit:

- a. The Owner must follow the procedures outlined above, with the exception of 2.3 (a), the Owner must provide proof of homeowners' insurance, usually an HO-6 policy.
- b. Owners may engage only in work that is not subject to pre-approval. All work that is subject to pre-approval must be done by a Contractor, unless conclusive evidence is provided that the owner is qualified to perform the work.
- c. A **security deposit of \$500**, or an amount specified by the Management Office, must be submitted to protect the building and common elements against damage due to construction. The Association may use the deposit to repair damage to the building, restoring its condition to that existing before the damage. The unit owner shall be responsible for all damage in excess of the deposit. Any unused deposit will be returned within thirty (30) following the completion of construction.

2.5. Construction must be completed within 120 days of work approval. If construction is not complete within 120 days of work approval, the Owner must fill out a new Construction Form re-notifying management of the construction.

3 Construction requiring pre-approval: In addition to the Notice requirements outlined above, if the proposed work meets any of the criteria outlined below, it must be performed by a licensed contractor, and the Owner must seek pre-approval from the Board of Directors before commencing Construction.

1. Any work involving changes to the existing infrastructure (e.g., moving walls, removing walls, widening doors, or adding walls to a unit).
2. Any work involving the dismantling or relocation of existing plumbing lines (e.g., relocation of tubs, sinks, toilets, water heaters, etc.).
3. Any installation or relocation of appliances using natural gas.
4. Any work that would require building maintenance to shut off water, gas or electrical service.
5. Any electrical work involving the addition of circuits or the relocation or cutting of wires.
6. Any replacement of an existing appliance or fixture that would be significantly different than the original (e.g., installing a double-size water heater).

7. Any work affecting the demising walls, those walls that are common to another unit or a common area. (e.g., work that involves securing heavy fixtures to the walls, such as cabinets).

8. The Board of Directors will review pre-approval applications at regular intervals, at least once each month. The owner will be notified in writing of the Board's decision. Owners may seek pre-approval from the Board before securing permits for the work; however, Final Approval of any Construction is subject to the submittal of required permits.

4 **Contractor requirements**

4.1. Insurance: All contractors must provide the Management Office with a Certificate of Insurance (COI) meeting the following insurance requirements:

1. Workers Compensation policy in the amount of the statutory limit; and
2. Comprehensive general liability insurance in the amount of at least \$1,000,000 covering:
 - Bodily injury
 - Property damage
 - Personal injury
 - Product / completed operations
 - Broad Form property damage

3. Oak Hill Condominium Association must be listed as the **Additional Insured** on the Certificate of Insurance (COI).

4.2. Licenses: Contractors engaged to perform work in a Unit must provide proof of contractor and business licenses.

4.3. Indemnification: Contractors shall indemnify and hold harmless the Condominium Association, the Board, and its Property Management from and against any loss, expense, cost, damage, injury, liability, claims, demands, penalties, liens, or causes of action of every nature resulting from bodily injuries, including death, sustained by any person or persons, and damage or destruction to property in any manner arising out of contractor's performance of any work.

4.4. Responsibility for Materials and Tools: Contractors shall be responsible for loss or damage to materials, tools, or appliances used or to be used in the Construction, caused by water, wind, acts of God, theft or other causes. The Association shall not be responsible for any loss or damage to the tools and equipment of the contractor through fire or lightning or any other cause similar or dissimilar to the aforesaid. The Contractor shall be responsible for loss or damage due to his employees or suppliers damaging the work or the contractor or other contractors, subcontractors or suppliers.

4.5. Rules: The Contractor shall abide by the Rules and Regulations of Oak Hill Condominiums at all times while on property. The Unit Owner is responsible for providing a copy of these Rules and Regulations to contractors. By signing the Construction Form, Contractor acknowledges receipt of the Rules and Regulations.

Construction Rules

5.1. Applicability: These rules apply to both contractors and owners doing work themselves. The term “owner” should be substituted for the term “contractor” where relevant in the rules below if the owners are doing work themselves.

5.2 Hours of work: Construction work is permitted only between the hours of 8:00 a.m. and 6:00 p.m., Monday through Saturday, excluding holidays. Holidays include:

- New Year’s Day
- Martin Luther King Day
- Presidents’ Day
- Easter
- Passover
- Memorial Day
- Independence Day
- Rosh Hashanah
- Labor Day
- Columbus Day
- Yom Kippur
- Thanksgiving
- First & Last Days of Hanukah
- Christmas Eve
- Christmas

Contractors may enter the building at 8:00 a.m. for the purpose of bringing materials, tools or equipment to the Unit. Contractors may remain in the building until 5:30 p.m. for the purpose of removing materials, tools, or equipment from the unit, and should vacate the premises by 6:00 p.m. Any violation of these working hours will result in a fine to the Unit Owner.

5.3. Mode of Entry: All contractors must enter and exit the building via the side or back entrance for the Terrace buildings. All materials must be transported in and out of the building through this entrance.

5.4. Elevators: Elevators must be padded prior to being used to transport supplies, materials, and equipment to be used during the construction process. Movement of construction materials is permitted only Monday through Friday, between the hours of 8:30 a.m. and 5:30 p.m.

5.5. Trash and Debris Removal: The Contractor is responsible for the removal and disposal of construction debris and trash from the property. No debris or trash may be deposited in the trash rooms or into the trash chutes located on each floor of the Terrace Buildings, or in any common area of the Estates.

5.6. Tool Storage in Common Areas: Construction tools or supplies shall not be stored in common areas.

5.7. Maintenance of Common Elements: The Contractor is responsible for daily cleaning of the corridors, elevators, and walkways if these areas are soiled during the movement of materials or trash. If work areas are not left in a satisfactory condition, the contractor will be charged for the time and labor necessary to restore the areas to their original condition. Work in the Terrace Buildings that involves major renovations and/or will continue for an extended will require that the common hallway carpets be protected with an adhesive plastic covering on a daily basis. The Contractor is responsible for repairing or replacing any damage to a Common Element that occurs during the process of completing the contracted work.

5.8. Dust & Fire Alarms: Certain types of construction will put pollutants into the air (i.e. tearing down walls, sanding, spraying paint or popcorn ceilings, etc.). Construction work that produces dust or pollutants must be sealed off from the common area hallways. Fire alarms can be activated by construction dust. A Contractor will be fined and/or denied permission to continue work in the building if he or she fails to seal off a dust-producing construction area. A Unit Owner may be held responsible for any costs incurred by the Association as a result of the activation of fire alarms caused by contractors that is not due to an actual fire or other substantially equivalent emergency.

5.9. Materials and Equipment Conveyance: Contractors must provide their own carts, hand trucks, and tool boxes for transporting materials, tools, and equipment. Association carts must not be used.

5.10. Plumbing Work: Contractors are strictly prohibited from using any type of piercing valves as part of any installation (i.e. water lines on refrigerator ice makers). Permits should be obtained as required by the Township.

5.11. Electrical Work: All work that includes re-wiring, moving, or additions/modifications to service must have a permit issued by the Township.

5.12. Fines: Any violation of these rules will result in a fine to the Unit Owner and/or Contractor. Depending on the nature and severity of the offense, the Association reserves the right to bar the Contractor from working on the property.

For all subsequent violations, the Association reserves the right to revoke the Contractor's permission to work in the building, and may levy fines as it deems appropriate.



**OAK HILL CONDOMINIUM ASSOCIATION
HOLD-HARMLESS CLAUSE**

_____ (Contractor) has agreed to indemnify and hold harmless Oak Hill Condominium Association, the Board of Directors, Management, and employees and assigns against loss or expense by reason of liability imposed by law upon the Association and its Management for damages because of bodily injuries, including death at any time resulting from, sustained by person(s) and injury to or destruction of property caused by accident, due to any omission of the contractor.

Insurance Certificates are attached indicating the following:

1. Workers Compensation policy statutory limitations
2. Comprehensive General Liability, \$1,000,000 covering bodily injury/property damage; personal injury; products/completed operations; broad form property damage
3. Oak Hill Condominium Association listed as Additional Insured

It is also agreed that _____ (Contractor) is responsible for loss or damage to materials, tools, or appliances of the contractor/sub-contractor(s) used or to be used in the construction, caused by water, winds, acts of God, theft, or other causes. The Association shall not be responsible for any loss or damage to plant and/tools or equipment of the contractor/sub-contractor(s) through fire or lightening or any other cause. The contractor shall be responsible for loss or damage to his employees and/or supplies damaging the work of the contractor or other contractors, sub-contractors, or supplies.

CONTRACTOR'S SIGNATURE

DATE



OAK HILL CONDOMINIUM ASSOCIATION

HOMEOWNER & CONTRACTOR AGREEMENT

Homeowner Name: _____

Contractor Name: _____

By signing below, the Homeowner and Contractor (including any sub-contractors and vendors), named above, hereby acknowledge and agree to follow the Rules & Regulations of the Oak Hill Condominium Association, including the submitted project schedule, approved project work, and the Contractor Code of Conduct & Construction Rules . All work done for or on behalf of a homeowner is subject to the Rules & Regulations of the Oak Hill Condominium Association and may be inspected at any time during the renovation project.

When construction is scheduled over an extended period of time, there may be a detrimental effect on the quality of life of your neighbors. The Board of Directors expects that any renovation will be done as expeditiously as possible and within the schedule approved. Considerations of noise, smell, disruptions to the immediate neighbors and the building in general, will be included in the schedule approval process.

The Homeowner is responsible for all work done, whether it is performed by the homeowner or by a contractor on their behalf. Therefore, the Association holds the homeowner responsible for their contractor’s compliance with the Rules & Regulations. Please read the Rules & Regulations carefully and direct any questions to the Community Manager.

HOMEOWNER:

By signing below, you acknowledge that you have read and will abide by the Rules & Regulations, that you provided a copy to your contractor(s), and that you received any answers from the Community Manager to any questions that you have raised.

SIGNATURE

DATE

CONTRACTOR:

By signing below, you acknowledge that you have read and will abide by the Contractor Code of Conduct & Construction Guidelines (Appendix 4 of the Rules & Regulations).

SIGNATURE

DATE

Tips for Hiring a Contractor:

ALL CONTRACTORS MUST PRESENT TO THE OFFICE A CURRENT CERTIFICATE OF INSURANCE NAMING OAK HILL CONDOMINIUMS AS AN ADDITIONAL INSURED.

If you are planning to have some work done on your home, you can save yourself headaches down the road by doing some work up front, before hiring a contractor. Ask any prospective contractor the following questions:

- * How long has the company been in business?
- * Does the company carry liability insurance? If so, how much? (The Township requires a minimum of \$300,000.) Request proof of insurance.
- * Does the company carry Workers' Compensation Insurance? (State law requires contractors to carry Workers' Compensation on all employees, unless they are an owner/operator working alone.)
- * How many years' experience does the company have performing the type of work you require?
- * Does the company offer a warranty for the work to be performed? If so, is the warranty transferable to a new owner? This should be put in writing.
- * Does the company have an office? If a problem occurs, you may not be able to contact the company if they use a post office box only.
- * Who will be responsible for obtaining permits from Lower Merion Township for the work to be performed?
- * Does the estimate include permit fees?
- * Does the company belong to any Consumer Protection Organization?
- * Has the business or individual ever filed for bankruptcy?

You should check with the Lower Merion Township Building Regulations Department (610-649-4000) to find out whether the company is licensed with the township for the current year and if the company has any outstanding violations on file. (You also may want to check other municipalities where the company has done work.)

It's also a good idea to obtain at least three bids for the work you want performed. Do not hire the lowest bidder without first comparing the bids to ensure that the quality of materials and the description of the work to be performed are acceptable.

Asking the right questions before hiring a contractor can help minimize any problems which might occur after the work has begun.