

CHW CONSTRUCTION & REMODELING POLICY

The days and hours of operation for all contractors doing work in units are:

Monday through Friday, 8:00 a.m. – 5:00 p.m.

Saturday, 9:00 a.m. -2:00 p.m.

No Holidays or Sundays

All unit construction must be reported to the management office at least two weeks before the beginning of any scheduled construction or construction deliveries. Unit owners must complete and return a construction/remodeling information form to the management office, accompanied by a \$250.00 security deposit no later than one week before the beginning of any construction/repairs or deliveries. Forms are available at the management office or on-line at chapelhillwest@comcast.net. This is important to ensure all safety measures are in place and conducted professionally by properly licensed/certified individuals.

Unit owners are responsible for informing contractors of the rules they must abide by. When the project is finished all materials are to be removed from the property safely and not placed in the dumpsters. Contractors are not permitted to use the resident shopping carts for any reason.

Contractors are responsible for obtaining permits. If construction begins before a permit is issued, management will contact the Framingham Building Department to advise them of the infraction. Consequently, any fines issued by the FBD, or other federal regulatory agencies are the unit owner's responsibility to pay. Accordingly, do-it-yourself projects are restricted to projects like painting and wallpapering.



Contractors must possess an appropriate license(s) and valid certifications as might be required by the City of Framingham, the DEP and or the EPA. Failure to comply with Framingham/Massachusetts and federal regulations may result in substantial additional costs to you, resulting from code violations and/or association fines. Copies of all required building permits, W-9's, up to date insurance, and other required certificates and contractor licenses must be given to the on-sight property manager no later than one week before the beginning of any construction or construction deliveries.

All work must be performed in the owner's deeded unit or on the balconies and not in or on the common areas. Alterations of the balcony floors, walls, railings, and ceilings, which are not part of the owner's deeded property, are not permitted. Under no circumstance are construction materials or equipment to be left unattended in any common area even for a short period. Furthermore, sound travels in this building so we ask that you please be considerate with any noisy projects, whether performed by a contractor or by you.

The contractor's vehicle(s) can be parked in the loading zone next to one of the parking garage ramps for fifteen (15) minutes to bring any materials and/or supplies up to the unit. Please do not prop the doors open. Management has a door latch to be used to hold the side doors open during a move. The contractor's personnel must always be present when the door is open. There is a \$50 fine if the latch is not returned to the office. When your finished unloading, the contractor's vehicle must be moved to the parking area located at the far west end of the parking lot. Contractor's vehicles are not to be parked in parking spaces closest to the building. These are designated spaces for residents and visitors only.

Contractors must always check in with the office before beginning any work or making any deliveries. Construction materials or other items cannot be raised to or lowered from the balconies.

