

CONTRACTOR REGISTRATION FORM

Owner & Contractor understand & agree that liability for any damage to RCI or Regime Property (Common Areas/Common Elements) caused by a contractor, owner or their respective employees or agents shall be the sole & joint responsibility of Owner & Contractor.

BLDG: _____ UNIT: _____
ASSOCIATION: _____

OWNER NAME: _____ PH#: _____

CONTRACTOR NAME: _____

PERSON IN CHARGE: _____

CONTRACTOR PHONE #: _____

START DATE: ___/___/___ END DATE: ___/___/___

NATURE OF WORK: _____

APPROVED BY: _____ DATE: _____

This form must be turned into the RCI office 5 days prior to work beginning for your HOA to review and approve.

For water shut off: 48 hour notice and \$30 payable to RCI. Water shut off for Regimes IV & V on Wed. Regimes III & VII on Tues. Regime VI on Tues. & Thurs. (except for emergencies). There are no water shut offs on Sat., Sun. or Holidays.

Contractor Hours: Mon.-Fri. 8am-6pm. Sat. work Not allowed in Regimes II, IV & V. Regime I needs approval for Sat. work. Work not allowed on Sundays or Holidays.

Regimes II, IV, V & VI require deposits and approval of work to be done in advance. For a remodel, Regime VI also requires a \$125 cleaning fee. Regimes I, & III require approval of work to be done in advance but do not require a deposit. Regime VII requires a deposit for work to be done.

Association IV Construction Affidavit of Compliance

The below items summarize the rules of construction within Association IV (Scottsdale Shadows buildings 26 and 27) and apply whether the work is being done by a contractor, handyman, unit owner, etc. No matter who is doing the actual construction work, the unit owner is ultimately responsible for compliance. **This Construction Affidavit of Compliance must be posted on the unit door along with the Construction Permit. Lack of posting either the Construction Permit or the Construction Affidavit of Compliance on the unit door shall result in construction being halted by the Association IV Home Owners Association (HOA).**

I have read and agree to comply with the following rules and regulations concerning unit construction:

Owner Name/Building/Unit	Owner Signature	Date

Contractor Foreman Name	Contractor Foreman Signature	Date

1. You must register construction work with the RCI office and provide a refundable damage deposit of \$250 (work less than 30 days) or \$500 (work greater than 30 days).
2. A Construction Permit is valid for 90 days only. Extensions beyond 90-days will require additional non-refundable fees as listed below. Additional construction taking place within 6-months after the original permit expiration is considered an extension.
 - a. 1st 30-day extension \$250 non-refundable fee
 - b. 2nd 30-day extension an added \$500 non-refundable fee
 - c. 3rd 30-day extension ... will not be granted
3. Construction hours are from 8am to 6pm Mon through Fri only. No weekend or holiday work.
4. Only the garage lobby entrance or west stairwell entrance shall be used to move in/out tools and materials.
5. Red zones, areas not intended for car parking, or reserved spaces belonging to other unit owners shall not be used for parking.
6. Tools or materials shall not be left or stored in any of the common areas or areas not intended for public access such as the garage lobby trash chute room/electrical room.
7. Building entry doors are never to be propped open.
8. Elevator and floor landing areas must be padded prior to moving any tools, materials or debris in or out of the buildings.
9. Hallway carpets must be covered to be protected from elevator landing to unit under construction.
10. All work to be performed shall be listed on the Construction Permit. All work is subject to inspection by the HOA. If work is being done that is not listed on the Construction Permit, construction privileges will immediately be revoked by the HOA.
11. The unit owner is responsible for all damages done to common areas and the costs of repair and/or cleanup shall be deducted from the refundable damage deposit. If the refundable damage deposit is not enough to cover cost of repair and/or cleanup, the unit owner shall be fined to cover the cost difference.
12. Dust and debris are not to be tracked or left in common areas including hallways and entrances.

13. Contractors and handymen are prohibited from disposing of any construction materials or paint on HOA or RCI property and/or dumpsters. Any contractor found doing so may be immediately dismissed from the property.
14. First violations of these rules may result in fines or revoking of the construction privileges granted by the HOA. Any violations beyond the first violation will result in fines.

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