

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. An Owner doing work in their unit is considered a Contractor.

BLDG: \_\_\_\_\_ UNIT: \_\_\_\_\_ ASSOCIATION: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ PH#: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

PERSON IN CHARGE: \_\_\_\_\_

CONTRACTOR PHONE #: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_ START DATE: \_\_\_/\_\_\_/\_\_\_ END

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.

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. There are no water shut offs on Sat., Sun. or Holidays. (except in an emergency)

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 in all Regimes.

Regimes II, IV, V, VI & VII require deposits and approval of work to be done in advance. Regimes I, & III require approval of work to be done in advance but do not require a deposit.

## **Scottsdale Shadows**

### **RULES & REGULATIONS**

#### **Section 2, Part 4. Repairs**

A condominium unit Owner shall maintain and keep in good order and repair his own Unit(s) in accordance with the Condominium Documents. In the event notice is received by an Owner from a Regime or RCI regarding repairs, the repairs must be completed within thirty (30) days following receipt of notice thereof, unless a different period is provided in the notice. Upon failure to complete the repairs within the time prescribed, the Regime may make the repairs at the expense of the Owner, in addition to any and all other rights and remedies available, including monetary and other Sanctions. Repairs shall be done by qualified contractors or handymen, and Owner shall remain liable to the Regime for any damages that may be incurred by the Common elements as a result of such repairs. Owner shall notify the RCI Registration and Records Office of any such repairs to be made and shall complete any form that may be required by said office prior to the commencement of any such repair(s). In addition, an appropriate Contractor Registration Form must be completed in connection with all repairs, modifications, additions or the like, and where required by the Regime appropriate documents completed for the issuance of a permit together with any deposit that may also be required.

#### **Addendum – 1**

Padding of the Building Elevator - Gatehouse must be notified at least 24 hours prior to move-in, move-out or delivers of large items.

Deliveries – Monday through Saturday 8:00am to 7:00pm. (No Sundays or Holidays)

Contractors – Monday through Saturday, work can be performed 8:00am to 7:00pm (No Sundays or Holidays). Contractors must register with the Registration & Records Office.

### **ASSOCIATION CC & R's**

**Section 13 – Alterations, Additions or Improvements** - ...Any Owner may make non-structural alterations, additions or improvements the interior of his Unit (but excluding for purposes of the authority herein granted any patio or balcony) without the prior written approval of the Board, but such Owner shall be responsible for any damage to other Units, the Common Elements, or the Property which may result from such alteration, addition or improvement.

**Section 17 – Use and Occupancy Restrictions** - ... Each Owner shall install and maintain at all times at his expense carpeting and/or other sound conditioned floor covering, in each case of grades and qualities from time to time approved by the Board of Directors, on all floors in his Unit, except in the kitchens, bathroom and laundry areas.

### **ADDITIONAL INFORMATION**

STRUCTURAL vs. NON-STRUCTURAL – definition – any load bearing wall is a structural member. All other items are non-structural. Therefore, most interior walls within each condominium unit are non-structural walls. If you have any doubts, please contact the building administrator.

## FLOORING

Tile – ceramic tile, porcelain, travertine, etc. may be installed in kitchens, bathrooms and utility rooms only. Units purchased with any of these items in all other locations may be required to install carpeting (runners or area rugs) or other soundproofing material if adjoining residents complain about noise.

Solid Hardwood flooring - may not be installed. This type of flooring cannot be installed on pre-cast concrete slabs and/or concrete floors.

Laminate or Hardwood Flooring - Acoustical underlayment is required meeting or exceeding the following specifications: 1) must be tested per ASTM Test Method E 2179-01 – Standard Test Method for Laboratory Measurement of the Effectiveness of Floor Coverings in Reducing Impact Sound Transmission Through Concrete Floors; Laminate and Engineered Wood – IIC: 70, STC: 73, minimum; Vinyl Plank – IIC: 73, STC: 68, minimum.

## KITCHENS

Kitchen space may not be larger than 15'x15' unless approved in writing by building administrator.

## ACCEPTANCE BY OWNER

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Print name

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Signature

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Unit address

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Telephone Number

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Email address

Please note material list, specifications and contractor information must be submitted at time of approval request. All change orders during construction wherein material and/or contractor is changed must be submitted to the Building Administrator prior to work proceeding.

**LIST OF CONTRACTORS**

Contractor #1

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Contractor Name

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Contractor Address

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Contractor Telephone – include cell phone number

Contractor duties to be performed:

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Contractor #2

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Contractor Name

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Contractor Address

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Contractor Telephone – include cell phone number

Contractor duties to be performed:

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## 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. 2<sup>nd</sup> 30-day extension an added \$500 non-refundable fee
  - c. 3<sup>rd</sup> 30-day extension ... will not be granted
3. For Plumbing & Electrical work, the contractor must be a registered & licensed for the work type!
4. Construction hours are from 8am to 6pm Mon through Fri only. No weekend or holiday work.
5. Only the garage lobby entrance or west stairwell entrance shall be used to move in/out tools and materials.
6. Red zones, areas not intended for car parking, or reserved spaces belonging to other unit owners shall not be used for parking.
7. 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.
8. Building entry doors are never to be propped open.
9. Elevator and floor landing areas must be padded prior to moving any tools, materials or debris in or out of the buildings.
10. Hallway carpets must be covered to be protected from elevator landing to unit under construction.
11. 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.
12. 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.
13. Dust and debris are not to be tracked or left in common areas including hallways and entrances.
14. 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.
15. 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.