

# 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 #: \_\_\_\_\_ CONTRACTOR LICENSE #: \_\_\_\_\_

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 your HOA to review and approve.**

**Water shut off** : 48 hour notice and \$50 payable to RCI. Check with RCI office for shut off days for your Association. 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 Associations II, IV & V. Work not allowed on Sundays or Holidays in all Associations.**

**Associations I thru VII** require deposits and approval of work to be done in advance. Check with the RCI office for deposit amounts for your association. **Association III** requires approval of work to be done in advance and a **\$100 nonrefundable renovation fee.**

RCI

SCOTTSDALE SHADOWS  
ASSOCIATION I

At our last board meeting, the board voted to require a \$500.00 refundable deposit for all partial or full renovations in Building 21.

We also voted to allow contractors to work on Saturdays. No need to get permission.

## 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 nonstructural 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 — HC: 73, STC: 68, minimum.

KITCHENS

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

ACCEPTANCE BY OWNER

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Unit address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
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

---

Contractor Name

---

Contractor Address

---

Contractor Telephone — include cell phone number

Contractor duties to be performed:

---

---

---

Contractor #2

---

Contractor Name

---

Contractor Address

---

Contractor Telephone — include cell phone number

Contractor duties to be performed:

---

---

---