

Scottsdale Shadows

PROJECT AND CONTRACTOR REGISTRATION FORM

This form must be turned into the RCI office 5 business days prior to work beginning to allow time for the Association to review and approve.

Owner and Contractor understand and agree that liability for any damage to RCI or Association Property (Common Areas and Common Elements) caused by a contractor, owner or their respective employees or agents shall be the sole and joint responsibility of Owner and Contractor. An Owner doing work in their unit is considered a Contractor.

Further the owner and contractor understand and agree that **Structural, Plumbing and Electrical** changes to a unit may require Scottsdale City Building Permits. Obtaining building permits is the responsibility of the unit owner. The Association, RCI or their representatives or employees are not responsible for obtaining building permits. By approval of this form The Association and RCI are not signifying any responsibility for the quality of work or adherence of the work to Scottsdale Building Codes.

BUILDING: _____ UNIT: _____ ASSOCIATION: _____

OWNER NAME: _____

OWNER PHONE: _____

CONTRACTOR NAME: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE #: _____

PROJECT MANAGER: _____

PROJECT MANAGER PHONE: _____

CONTRACTOR LICENSE #: _____

PERMIT# _____

CONTRACTOR INSURANCE INFORMATION _____

DEPOSIT \$ _____

START DATE: _____ / _____ / _____ END DATE: _____ / _____ / _____
Month Day Year Month Day Year

SPECIFIC WORK BEING PERFORMED

Plumbing (Must meet current Scottsdale Building Code.)
(If Water Shutoff is needed a **separate form** with RCI payment is required. The installation and materials must meet the Association Water Resolution and, when applicable, the Association Sprinkler Resolution. No modification to common property plumbing is allowed without **SEPARATE** Association Board of Directors approval.)

Plumber License #: _____

Plumber Insurance Information _____

Electrical: (Must meet current Scottsdale Building Code).

Electrician License # _____

Electrician Insurance Information _____

Flooring: An additional contractor addendum form is required when there is to be any change to the unit flooring.

Carpentry:
Includes structural changes to the unit involving changes to the walls or ceiling. **No wall location changes are allowed for walls containing common element plumbing or electrical.** All construction materials must be the same type building original construction. A sketch of proposed changes must be attached to this form.

Windows and Patio Door (Must meet current Scottsdale Building Code.)
An additional contractor form is required when there is to be any change to the windows.

Balcony and Patio Roll up Shades
Color must be similar to that of the building. Attachment must be on the inside surfaces of the space. **Specification and color reference name must be attached to this form.**

Balcony and Patio Screens

Bug screen panel in black or a color to match the building stucco. Solar screens are not acceptable. Attachment must be on the inside surfaces of the space.

 Balcony Enclosures (Must meet current Scottsdale Building Code.)

An additional contractor addendum form is required when enclosures are being proposed.

 Balcony or Patio Painting:

The wall and baluster color must be the same as the external surface of the building. Color specification to be obtained from the Association.

 Entry Door:

A unit entry door replacement must meet Scottsdale Building Code for fire resistant doors.

Door color, style, finish, and decorations must be in accordance with Association Policy.

Specification must be attached to this form.

1. **Change Orders:** All change orders during construction wherein material and/or contractor are revised must be submitted to the Board representative prior to work proceeding.

2. **Scope of Work.** A material list, specifications and contractor information must be submitted at time of approval request. Receipts for material must be submitted upon completion of work before the deposit may be released.

3. **Water shut off:** 48-hour notice and current fee payable to RCI. There will be no water shut off on Saturdays, Sundays or legal holidays except for an emergency.

- Water shut off for Association I is any weekday.
- Water shut off for Association III is on Tuesdays.
- Water shut off for Association VI and VII are Tuesdays and Thursdays.
- Water shut-off for Association IV and V are limited to the 1st and 3rd Wednesday of the month
- Water shut-off for Association II is the third Tuesday of the month.

4. **Contractors Hours:**

- Association I, II, III, V, VI - Monday through Saturday 8:00am to 6:00pm.
- Association IV – Monday through Friday 8:00am to 6:00 pm only.
- Association VII – Monday through Friday 8:00am to 6:00pm., Saturday 8:00 am to 5:00 pm

Work is prohibited after hours, on Sundays or legal holidays.

CONSTRUCTION AFFIDAVIT OF COMPLIANCE

Scottsdale Shadows rules of construction are listed below. These rules apply whether the work is being done by a contractor, handyman, condominium owner, or any person hired by the Unit Owner. Ultimate responsibility of non-compliance or damage is the responsibility of the owner. This Construction Affidavit of Compliance must be posted on the condominium door along with the Construction Permit. All structural remodeling must be approved by the board.

NO WORK may begin without a posted Construction Permit. Lack of posting either the Construction Permit or the Construction Affidavit of Compliance on the condominium door shall result in the construction being halted by a designate of Association Board of Directors.

1. **Compliance:** All work to be performed shall be listed on the **Construction Permit** and must comply with the rules spelled out in Association CC&Rs, including but not limited to:
 - a. Each Owner making changes to flooring shall install and maintain at all times at his expense carpeting and/or other sound conditioned floor covering as defined in the flooring addendum.
 - b. No alterations of any Common Elements or any additions or improvements thereto or any alterations, additions or improvements to the patios or balconies associated with any Unit shall be made by any Owner without the prior written approval of the Board.
 - c. Enclosures, shades, screens, or other items affecting the exterior appearance of any patio or balcony shall not be permitted without the express written consent of the Board of Directors.

2. **Construction Permit:** A permit expectation is that the work can be completed within 120 days.
 - a. Application for work up to 30 days \$250.00 refundable deposit. Extensions beyond 30 days and up to 120 days requires an additional \$250 refundable deposit.
 - b. Application for work up 120-days \$500.00 refundable deposit.
 - c. Any work exceeding 120 days may require a new contractor form and additional deposits.
 - d. For Associations using key fobs, a \$20 key fob (non-refundable) for Contractor use must be purchased by Owner (Separate check made payable to the Association).

3. **City of Scottsdale Building Permits:** The City of Scottsdale Building Department requires permits for plumbing, electrical and structural. Please include a copy of your permit with the Contractor Registration Form request to complete renovations.

The Owner is solely responsible for ensuring that all necessary permits are obtained from the City of Scottsdale Building Department prior to commencing any work. City of Scottsdale permits must be posted on the unit door along with the Association construction permit.

4. **Scope of Work:** All work to be performed shall be listed on the Construction Registration Form. All work is subject to inspection at any time by the Association with notice. Any inspection completed by the Association Board personnel shall not be for the purpose of

determining whether the work is compliant with HOA CC&R requirements, and Board shall be held harmless from any future litigation. If work is being done that is not compliant with the CC&R's, it will be corrected immediately by the Owner. The HOA is not responsible for approving the contractor's proposed scope of work.

Deposit will not be refunded until the Association verifies compliance via inspection upon completion.

- 5. **Contractor Requirements:** It is recommended that contractors be licensed, bonded, and insured. **All plumbing and electrical work must be performed by licensed contractors.**

- 6. **Architectural:**
 - a) No modification of the balcony/patio balusters or exterior building structure may be done without Association approval.

 - b) No subdivision of a unit is allowed that would create a separate living space.

 - c) No reflective window covering that can be seen from outside the building is allowed.

- 7. **Building Access:** Associations with key fob access will be provided an activated key fob with an approved **Construction Permit** on file with the RCI Office. Email your association contact ***to set up time to pick up key fob for contractor at least 5 business days in advance of planned construction.*** Key fob building access will be set to expire on the end-date submitted on the permit unless RCI is notified of an extended timeline.

Key Fob Contacts

Association III	contact RCI
Association IV	email: reg4pres@scottsdale Shadows.com
Association V	contact RCI
Association VI	email: keyfobsvi@gmail.com
Association VII	not available

Building Key Contact

Association I, II Maintenance to provide key.

- 7.1. Only garage lobby entrance or stairwells shall be used to move in/out tools and materials. No moves or deliveries of large items may be made through the first-floor lobbies, nor shall any of the lobbies/stairwells be used as a workspace. (A "large item" is defined as too large to be carried by hand.)

- 7.2. Elevator and floor landings areas must be padded prior to moving any tools, materials or debris in or out of the buildings. **Owners must notify Community Services at least 24 hours prior to moving construction materials in the buildings so that the elevators can be padded.**

- 7.3. Dust and debris are not to be tracked or left in the common areas including hallways and elevator entrances. Hallway and elevator entrances must be covered with waterproof protection from the elevator landing of the floor you are working on to the unit under construction as shown in the image below. Protective material must be removed on days when the work is not being performed, or once work is complete.



- 7.4. All workers, contractors, etc. shall leave the areas where they work clean and free from debris. If the workers use any of the services areas in the Common Elements, including the basements, stairwells, or garages, they shall clean the area used at the end of each workday.
- 7.5. Grocery Carts and Luggage Carts are for owners/renters only and are strictly prohibited for use by contractors.
- 7.6. Tools or materials shall not be left or stored in any of the common areas or areas intended for public access such as garage lobby, trash chute room, or electrical room.
- 7.7. Building and elevator doors are never to be propped open and left unattended. Violation is subject to fines.
- 7.8. All workers, contractors, and any other person hired by an Owner are required to make every effort to limit the amount of noise while within the buildings. When work is being performed within a Unit, the front door, balcony, and all windows should be closed in order to limit noise. All workers, contractors, and any other person hired by an Owner are prohibited from playing music loudly, shouting and/or otherwise creating excessive noise. All workers, contractors, and any other person hired by an Owner are further

prohibited from using the hallway, Common Areas, or public access areas to perform any work, including, but not limited to, sawing, cutting, or any other loud activity.

7.9. The hallway outside of the Unit shall not be used for the storage (even on a temporary basis) of items such as but not limited to tools, work materials, and refuse, unless approved by the Association. The garbage chutes in the building shall not be used for the disposal of construction debris.

8. **Construction Vehicle Parking:** Construction vehicles are not permitted to park in red zones, no-parking areas or underground owner parking spaces unless parking is approved by Owner.

9. **Insurance:** Insurance information is required for all contractors working within each Association with projects which may affect Common and Limited Common areas. Please include a copy of insurance policy information for all contractors working on your project.

10. **Damages:** The Unit Owner is responsible for all damage done to common areas and the cost 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.

11. **Construction Material Disposal:** Contractors and handymen are prohibited from disposing of any construction materials or paint on Association, RCI property and or any dumpsters. Liquid substances in any form shall not be poured down any drains in the laundry rooms or garages. No debris of any form shall be deposited in Common Areas.

RCI strictly prohibits the use of community dumpsters for construction refuse. A contractor found doing so may be immediately dismissed from the property, and a \$500 fine will be cited to the Unit Owner.

12. **Fines:** First violations of these rules may result in fines or revoking of the construction privileges. Any further violations beyond the first violation will result in fines.

Approval to Contact Contractor: By signing below, I grant authorization to the Building Administrator and any/all Board Members to contact any/all contractors referenced herein for the purpose of verifying the information contained herein.

Acceptance by Owner

I have read and agree to comply with the rules and regulations above concerning condominium remodeling and construction, as well as all rules as spelled out in the Association CC&Rs. I further agree that my electronic signature on this document is as valid as if I signed the document in writing.

SIGNATURE: _____

PRINT NAME: _____ DATE: _____

Building/Unit _____

Email Address: _____

Note: Owner to initial all pages and submit with Registration Form.

ADMINISTRATOR CHECKLIST

- _____ Form completed and signed by owner
- _____ Attachments for flooring or windows are included with submission
- _____ Contractor information attached – include insurance forms
- _____ City of Scottsdale Building Permits – include copies for all permits as required
- _____ Proper deposit received. Amount \$ _____ Check # _____

Association Approval *

*Approval granted is contingent upon the owners' and contractors' compliance with City of Scottsdale requirements for licensing and permitting.

Signature _____

Print Name _____

Board Position: _____

Date _____

LIST OF CONTRACTORS

Owner Initial _____

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

Please provide a separate page for additional contractors.