

Scottsdale Shadows

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: ____/____/____

SPECIFIC WORK BEING PERFORMED: _____

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 \$50 payable to RCI. Check with RCI office for shut off days for your Association. **No water shut offs on Sat., Sun. or Holidays. (except in an emergency)**

Contractor Hours: Mon.-Sat. 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

7800 E. Camelback Rd. * Scottsdale, AZ 85251 * PH. 480-994-2060 * Fax 480-423-9180

Association VII Contractor’s Affidavit of Compliance

The following condensed depiction of contractor rules in regard to building and remodeling within Association VII (Scottsdale Shadows buildings 32 and 33) is intended to summarize and make clear the rules of behavior and apply whether the work is to be done by a contractor, handyman, or Unit Owner.

I have registered the proposed work with RCI and have read and agree to comply with the following rules and regulations concerning contractor responsibilities:

Owner Name/Building/Unit	Owner Signature	Date
Contractor Foreman Name	Contractor Foreman Signature	Date

1. You must register construction work with the Maintenance office and provide a refundable damage deposit of \$500.
2. The unit Owner/Contractor hereby certifies that all work proposed and completed will be in accordance and compliance with HOA CC&Rs and By-Laws. Any work found to be non-compliant shall be corrected by the owner, entirely at their expense, within 10 days.
3. Construction hours are from 8am to 6pm Mon through Fri, Sat 8am to 5pm, only. No Sunday or Holiday work will be allowed.
4. Contractors shall only use the garage lobby entrance or stairwell entrances to gain access.
5. Contractors shall not park in red zones, areas not intended for car parking, or reserved unit owner spaces, unless parking is approved by owner.
6. Contractors shall not leave or store tools or materials in any of the common areas or areas not intended for contractor access such as the garage lobby trash chute room/electrical room.
7. **Building entry doors are never to be propped open and left unattended.**
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 Registration Form. All work is subject to inspection by the HOA at any time, without notice. Any inspections completed by HOA 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 or completed that is found not in compliance with CC&Rs, it will be corrected immediately by the owner. The HOA is not responsible for approving contractor’s proposed scope of work.
11. Owner is responsible for all damage 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, 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 or dumpsters, and any contractor found doing so may be immediately dismissed from the property.**
14. Violations of these rules may result in fines or revoking of construction privileges. Any violations beyond the first violation **will result in fines.**
15. **Any plumbing, electrical and structural needs to have a city permit.**