



## RULES GOVERNING WORK PERFORMED ON-SITE

1. **Insurance.** All contractors and subcontractors must be licensed and must carry appropriate amounts of the following insurance: Worker's Compensation (prescribed by law), as well as General Liability and Property Damage combined single-limit bodily injury and property damage per occurrence with limits of no less than \$1 Million (\$1,000,000) or current limit presently carried by contractor, whichever is greater, written on an occurrence basis. No work shall commence until proof of insurance has been provided to the Association office: (i) naming the Palos Verdes Bay Club HOA, Inc. as Additional Insured; (ii) providing for Notice of Cancellation to the Association; and (iii) containing a waiver of the carrier's right to subrogate against the Association.

2. **Working Hours.** Working hours are limited to Monday through Friday from 8:00 a.m. to 5:00 p.m., and Saturday from 9:00 a.m. to 4:00 p.m. Workers must be off the property by 5:15 p.m. (4:15 p.m. on Saturday). No work is allowed on Sundays or on the following holidays:

New Year's Eve (December 31 after 12 noon)	Labor Day (1 <sup>st</sup> Monday in September)
New Year's Day (January 1)	Rosh Hashanah (1 <sup>st</sup> day)
President's Day (3 <sup>rd</sup> Monday in February)	Thanksgiving Day (last Thurs. in Nov. plus the Fri. after)
Memorial Day (last Monday in May)	Christmas Eve (December 24 after 12 noon)
Independence Day (July 4)	Christmas Day (December 25)

3. **Contractor/Vendor Check-In.** All contractors and vendors must check in with the Association Office before starting a job so that the Association knows who is authorized to be on the property and in the unit.

4. **Contractor/Vendor Parking.** Parking in the complex is assigned in the garages, exterior parking lots, and along Seagate Drive. Owner must make suitable arrangements including permitting the use of the Owner's assigned parking space. Contractors/vendors may park in any unreserved or "Guest" parking spaces. Temporary parking to load and unload materials may be permitted in the garage as long as access by residents is not unreasonably limited at any time.

5. **Worker Restrictions.** All workers must wear shoes, pants or shorts, and shirts at all times. Shirts should display a company name/logo. Workers are not allowed to bring pets on-site. Workers are prohibited from creating nuisance noise related to the construction work, or playing loud radios while working in the unit. Workers are prohibited from eating, smoking, or taking breaks in the common areas. No alcohol or drugs of any kind are permitted to be brought onto Association property or used by workers at any time.

6. **Trash and Debris.** All trash and debris must be carried off-site on a timely basis at the Owner's sole cost and expense. Trash and debris may not be thrown off the balcony into bins or to the ground below. Refuse and construction debris may not be disposed of in Association trash bins, dumpsters, or trash chutes. Placement of large haul-off dumpsters must be determined in advance of delivery and be in compliance with City of Rancho Palos Verdes requirements and placed in a location designated by the Association.

7. **Work Location.** All work must be done inside Owner's unit. All dust, dirt, noise, fumes, etc. must be contained within the unit. Equipment cannot be set-up in the hallways, lobbies, balconies, garages, or outside common areas, with the exception of cutting of carpet, which may be permitted in the garage or parking lot as long as access by residents is not unreasonably limited at any time.
8. **Equipment and Materials Storage.** Equipment and materials cannot be stored in common areas such as hallways, lobbies, balconies (above the stub wall), garage parking spaces, or in the electrical or trash rooms.
9. **Use of Common Utilities.** Owner shall ensure that power and utilities of the residential unit are available for use by contractors. At no time shall common area utilities be used for construction equipment and/or tools.
10. **Elevators.** Passenger elevators are the only elevator access to the building and must be kept available for resident access. Elevator floors must be covered during project to reduce wear and damage. No materials longer than elevator ceiling height may be moved using the elevator.
11. **Hallway Carpeting.** Rolled adhesive carpet protectant film must be installed outside the unit doorway, extending to the elevator door threshold and/or to the nearest exterior stairway door threshold. Carpet protective films must have adhesive caution tape at the leading and trailing edges. Films must be removed or replaced within 30 days of installation. Hallway surfaces, including film-protected areas, shall be cleaned (vacuumed and/or mopped as appropriate) after each workday.
12. **Fire/Smoke Detectors.** Unit fire/smoke detectors are hard-wired into the alarm system and must not be disconnected. It is best to protect them by carefully covering over with professional painter's tape, which should be removed at the end of every work day.
13. **Diligent Work.** The project must be completed within 120 days from the start of work. Extensions may be granted for delays caused by strikes, fires, holidays, or events beyond Owner's control. Owners with large projects that are expected to exceed 120 days must notify the Association Office as to the expected date of completion. If there will be noise from mechanical equipment, the work must be done on a continuous basis and not stretched out over many weeks or months.
14. **Professionalism.** Contractors, vendors, and workers are expected to conduct themselves in a professional manner at all times, and treat all Bay Club residents, guests, staff, and other vendors with the utmost courtesy and respect.

For any questions, please contact the Association Office:

Association Office (located in the Clubhouse)  
32821 Seagate Drive  
Rancho Palos Verdes, CA 90275  
Phone: (310) 377-7100  
Fax: (310) 377-9848  
Hours: Monday-Friday, 8:00a-4:00p  
(closed weekends and holidays)