

Section 16 Delivery-Removal Request

Ref: Section 16 Use of Property and Unit Owner Responsibilities

Unit owners are responsible for the following, and must complete attached:

Contact a BOD member at least 5 days in advance of the scheduled start date so that we can coordinate and provide guidance on use of the freight elevator, pad the freight elevator, and advise if other contractors or residents might be previously scheduled to use the freight elevator.

- Deliveries/Removals of large, heavy items, remodeling materials/contractor or self-help equipment and all remodeling work is restricted to the hours of 8 am - 6 pm, Monday – Saturday. Tenants and Special Occupants scheduling deliveries/removals must inform the Unit owner.
- At least 48 hours before commencing remodeling or other noise-generating work, post the **Section 16 Construction Noise Notice-Fillable** on the resident bulletin board near the north hallway mailboxes in the main lobby. Our residents who work night shifts, who may be recovering from illness, and those with noise-sensitive pets will appreciate the advance notice. The Noise Notice is not required for delivery or removal of furniture and appliances.
- Unit owners must ensure their contractors are informed of and comply with all PTCA requirements. Unit owners are financially responsible for damages to common areas caused by their contractors and any other paid or unpaid personnel, guest, tenant, or relative working for the Unit owner.
- Fines for any contractor non-compliance, and any applicable damages will be assessed to the responsible Unit owner's account. In severe incidences fines may be imposed without a warning letter.
- Vendors and contractors are not allowed to park in front of the building in the yellow-striped area or in the adjacent Guest Parking.
- Park the vendor or contractor vehicle in the yellow loading zone (P1-East) at the back of the building. If more than one contractor is on site, ask the designated BOD member about an alternate parking area.
- All large, heavy items and contractor/self-help remodeling materials must enter or leave the building ONLY through the P1-East garage door. For safety reasons, and to avoid damage to the vehicle and the building, never drive a vehicle into the P1 or P2 parking garage to load or unload equipment, building materials or debris.
- For Safety Reasons, do not use any pedestrian doors when moving equipment or materials.
- Do not leave the P1-E garage door in the open position unless it is attended by a member of your group. Someone must be present at all times when the door is open to preclude

entry of non-resident vehicles or persons. Do not confront violators if you do not feel safe doing so. Notify a BOD member or call 911 immediately to report a trespasser.

- Use contractors or rented dollies/carts to transport tools, equipment, supplies, and debris. Use of the PTCA grocery carts to transport any type of equipment or materials used for remodeling work is prohibited.
- Use ONLY the padded freight elevator.
- If another Unit is also using the freight elevator for their scheduled construction or moving work, the owners must coordinate the shared use. Use of other elevators is prohibited.
- Ask a BOD member how to maintain security of the P1 elevator lobby door.
- Equipment and materials must be kept within the Unit or private garage space (G1 – G22). No storage or repositioning of equipment or materials is allowed in any common area.
- Do not drag boxes or equipment on the carpets.
- Care must be taken to ensure no damage is done to common area walls, flooring, or elevator. Unit owner will be held financially responsible for any damage.
- Keep a BOD member informed and release the freight elevator when not needed.
- All contractor/self-help work must be performed inside the Unit or inside a detached garage space, G1 to G22. Work in any common area including P1, P2, stairwells, refuse rooms and the parking lot is prohibited.
- At the end of each workday, you or your contractor or delivery/removal vendor must clean up and remove packing materials or construction debris from any common area including hallway carpet, freight elevator, lobby rugs and P1 parking garage area and loading zone. NO Exceptions.
- Remove the Noise Notice from the lobby bulletin board when project is completed.

Unit owners must ensure their contractors comply with PTCA requirements. Unit owners are financially responsible for damage to common areas caused by their contractors and any other paid or unpaid personnel working for the Unit owner. Fines for contractor non-compliance and any applicable damages will be assessed to the responsible Unit owner's account. If you have any questions about the information provided, please speak with any BOD member.

Enforcement:

- ❖ Compromise of building security will result in an immediate (no warning) fine of \$200 assessed to the Unit Owner/responsible landlord.
- ❖ Failure to properly schedule in advance or failure to remove any debris resulting from the delivery/removal of furniture, appliances, and remodeling or other contractor/self-help materials will result in an immediate (no warning) fine of \$200. Failure to schedule a delivery/removal or contractor work is considered a deliberate evasion of clearly defined Rules and may result in repercussions in addition to the automatic fine as determined by the Board of Directors.
- ❖ Costs for repair/replacement of damaged Common or Limited Common Elements will be charged to the responsible Unit owner whether said damages were caused by contractors or by other paid or unpaid persons acting on behalf of the Unit owner, his lessee or special occupant. The Unit owner is also financially responsible for damages caused by his guests or other invitees.
- ❖ For purposes of determining the Unit of origin responsible for damages to Common Elements and/or surrounding Units, the BOD shall promptly decide, employing such advice as the BOD deems advisable.

Tenant/Special Occupant declaration:

_____Tenant/Special Occupant Initials: I have informed my Unit Owner of this delivery/removal/contractor work.

I have read, understand, and will follow the rules and enforcement policies listed in this document.

Unit Owner Name (print): _____ Unit No: _____

Signature and date: _____

Email: _____

Phone Number: _____ Delivery Request Date: _____

Removal Date: _____

Anticipated inclusive dates of contractor/self-help remodeling work: _____

Submit the completed, signed form to the designated BOD member listed on the bulletin board near the mailboxes.