



March 10, 2018

## **ORIGIN Employee, Vendor, Contractor Parking, Material Handling and Contractor Access Policy**

We realize that from time to time you may have vendors and contractors making deliveries or performing work inside your unit. Please be advised that it is your responsibility as the Owner to ensure that your vendors abide by all Association rules and regulations. Below are a few of the rules specifically related to vendors and contractors. Should you or your vendor have any questions, please contact the Association Office.

Employees, Service Personnel and Contractors are not permitted in the parking ramp at any time. All vehicles parked at the Origin Property must have a valid Association issued Parking Permit. Employees, Service Personnel and Contractors must park on the east boundary of the property as designated in the attached site plan. This includes all housekeeping, repair and maintenance personnel and property/resort management personnel. Annual parking passes must be obtained at the Association office. Breach of this requirement is a violation of the Association Parking Policy and subject to all fines and remedies defined in the Association approved rules.

Moving of all materials, furniture, appliances, equipment, etc. (anything other than clothing and groceries) must be **only** in the east or west elevators. All delivery vehicles are to park in the east and west designated locations while loading and unloading. The vehicle must comply with the Association parking permit requirement. All deliveries should be scheduled with the Association office a minimum of 24 hours in advance. Moving of anything other than clothing and groceries is to occur Monday through Thursday from 9am until 5pm between the months of March through September (in Season). From October through February items other than clothing and groceries can be moved in and out of the building any day from 9am until 5pm. It is a violation of the Association rules to move items outside of the defined hours and includes a fine of \$ 100.00 per occurrence. The Association further reserves the right to restrict access to the property for deliveries that do not comply with these requirements. Violations of this policy will result in a fine in the amount of \$ 100.00.

The Association does not provide any material handling equipment. Dollies, carts and moving equipment can be rented at Home Depot or purchased at many local building supply companies. The Association luggage carts are never to be used to move materials, supplies, trash, furnishings, appliances, etc. All violations of this policy will result in a \$ 100.00 fine plus the cost to repair or replace Association property.





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All contractors working at the property must register with the Association office prior to entering the facility. The registration process requires the following:

- Name of Company or Proprietor
- Business Address
- Office phone number, Owner or foremen's cell number and email address
- Certificate of Workers Compensation defining the Association as the certificate holder
- All plumbing, electrical and mechanical work requires proof of General Liability Insurance naming the Association as additionally insured with limits not less than 1 million per occurrence and 2 million aggregate.
- All work with a value in excess of \$1,500.00 including materials and labor requires proof of General Liability Insurance naming the Association as additionally insured with limits not less than 1 million per occurrence and 2 million aggregate.

Please do not place work materials such as carpet scraps, tile pieces, grout, mattresses, appliances, etc., in drains, trash chutes, or dumpsters. All Construction waste, furniture, appliances, flooring, fixtures, appliances larger than an average stove/range, microwave, or any other items of waste other than food waste and clothing must be transported off the property. All Construction waste, flooring, and loose materials and items must be properly bagged in construction garbage bags before it is moved out of the unit. All Construction waste, furniture, appliances, flooring, fixtures, appliances larger than an average stove/range, microwave, or any other items of waste other than food waste and clothing must be taken to the first floor only in the east or west elevators. All trucks and trailers used to transport the waste must be located and comply with the moving policy defined above. The association does not provide construction or large item disposal. All cardboard must be cut up, folded flat and placed in the dumpsters. Violations of this policy will result in a \$ 100.00 fine plus the cost the association incurs to dispose of the Owners trash.

No work is to be performed in any of the Common Elements without Association Managements written permission in advance. Association Management reserves the right to restrict any and all activities related to Unit work in the Common Elements. This includes but is not limited to no cutting of tile, wood, drywall, etc., on balconies, walkways, or stairways. All work must be performed Monday through Friday between the hours of 9AM and 5PM and Saturday and Sunday between the hours of 10AM and 5PM.

