

PASS MARIANNE CONSTRUCTION, REMODELING, AND REPAIR GUIDELINES (not applicable to service and repair work)

Before Beginning:

Prior to beginning construction, unit owners must:

- Notify management of upcoming construction project and provide a plan describing the scope of work, the Contractor's name, number of personal expected on sight and the estimated length of the project.
- Review the Condo Construction Guidelines with the Contractor and provide the Association with a signed "Acknowledgement" of the guidelines. See last page.
- Secure Identification badges, parking pass and special gate code for each construction worker that will be on premises. Do not give out your personal gate code.
(See requirements)
- Contractors are required to be licensed in the State of Mississippi and maintain \$1 Million in coverage. Owners may take on the liability on themselves. See last page.

Insurance:

Unit Owners shall provide management with a Certificate of Insurance for Workers Compensation, and General Liability from the contractor naming them as additional insured the Condominium Association. A minimum amount of coverage of One Million (\$1,000,000) dollars.

Contractor identification:

No builder or contractor, or their employees or subcontractors will be allowed to work within the condominium without an approved form of identification that clearly identifies the name of the firm. Approved forms of identification include:

- Name tags issued by the HOA. (Owners responsible for securing name tags), OR
- A readily recognizable shirt or uniform with the firm's name and or logo prominently displayed.

Permitted Work Hours:

Monday - Friday from 8AM to 5PM (Oct-May)

Monday - Friday from 8AM to 6PM (June-Sept)

Sundays and designated Holidays, no construction unless emergencies and approved by the HOA.

In rare instances when contractors need to work beyond the permitted work hours, they must request a work extension from the HOA. Exceptions to permitted work hours may be approved when necessary to prevent unsafe or unsanitary conditions or when failure to approve would be unreasonable.

Parking:

No contractor vehicles may be parked in the covered parking area underneath the units. This area is reserved for owners only! Construction vehicles may not block the flow of traffic in the outside parking lots and may not park on the lawn.

Parking Passes issued by the HOA must be visible in contractors' vehicles. (Owners responsible for securing parking passes).

Gate Code issued by the HOA. (Owners responsible for securing gate code from the manager).

Equipment restrictions and surface protection:

Contractors are responsible for damage to parking surfaces and HOA grounds as a result of construction material delivery, dumpster delivery, construction equipment and debris removal. Construction equipment including lifts are not allowed off the parking surfaces without preapproval and must use matting to protect grass surfaces.

Construction Waste removal:

HOA dumpsters in the rear of the building are **"OFF LIMITS"** and are not to be used for construction debris.

Contractors are responsible for removing all construction debris. Debris may never be stored outside of the unit under construction, even for short periods during the day.

Dumpsters are allowed with preapproval by the HOA and must be in an area designated by the HOA. Only 10-yard dumpsters (7'6"x14') are allowed and must fit in a single parking spot. Dumpsters must be removed from the premises on the Thursday before a Holiday weekend.

Nuisances:

The HOA must be notified at least 24 hours in advance of any work that may cause offensive odors, dust, fumes, or load noise. Unit owners should ensure that materials used do not emit noxious, dangerous, or volatile fumes.

Unit doors facing the common areas may not be propped open while performing work inside of the unit.

Cleaning and Use of HOA/Janitorial Equipment:

Please be sure that your builder and their employees understand that the HOA janitorial does not include the cleaning, the trash or tracks (footprints) around the premise on stairs to and from elevator and in the lobby. Nor does the HOA or the contracted janitorial company provides cleaning equipment for your crew's convenience. Replacement costs from use of the janitorial equipment and supplies will be billed to the owner.

Owners whose building activities are not cleaned by their contractors and employees will be notified and billed beginning July 1, 2022.

Board approved June 9, 2022.

Miscellaneous:

This building was built to code that require metal studs and post tension cabling. We require that any renovation work use metal studs. If in the process of the project wooden studs are discovered from prior renovation work, they must be disclosed to the owner and to the HOA and replaced with metal studs.

This building was constructed using post tension cables. It is **IMPORTANT NOT TO DRILL INTO THE CONCRETE** without the approval of the Maintenance Department and the Architectural Review Committee.

All tools, materials and equipment must remain within the unit or removed from the premises daily and may not be stored in common areas.

The condominium does not allow the cleaning of tools, paint brushes, rolls or paint cans outside of the unit.

Contractors are not permitted to utilize the common areas, including but not limited to the atrium, hallways, stairways, pool area, parking garage, etc. to take breaks, eat or gather.

Use the East, Right, and normally Padded elevator ONLY. If there is a reason that you need to hold the elevator, contact the HOA Manager or the HOA Maintenance Manager before the need arises.

We DO NOT have full time housekeeping; therefore, you are responsible for any and all footprints and other trails that are made by your access and regress from the worksite thru the building. We do not provide a mop and bucket for your convenience.

Smoking is allowed in the units only with the permission of the unit owner/tenant. It is not allowed in the common areas and the inside garage. If you or your workers smoke in the outside parking area, all cigarette butts and any other debris must be picked up and properly disposed.

Work is not to be done outside the unit in the common area of the atrium or hall. Workmen may use the balcony, but the owners/tenants must be mindful of their neighbors and be careful to keep the noise to a minimum and the debris or sawdust is not travelling to other balconies.

Paint spraying is not allowed except inside the unit or completely off-site.

ACKNOWLEDGEMENT

We, the undersigned, have read, and agree to full abide by all Association rules and the Pass Marianna Construction Guidelines and appropriate state and city codes and any other requirements of the Association or Manager that may pertain to a particular project. We hereby agree that all Contractors, subcontractors, vendors, and entities involved will follow the guidelines enumerated here.

Contractors' Insurance _____

OR

Signature(s) below confirm that Unit Owners and Contractors agree to indemnify and hold the Association harmless for any damage to persons or property arising out of the work and any causes of action that may arise from it.

Inspections and preapproval by the HOA or Manager do not alter, diminish, or eliminate the total responsibility and obligations of the Owner and the Contractor for the work and any damages or liabilities arising from it.

CONTRACTOR/ COMPANY NAME _____

CONTRACTOR'S SIGNATURE _____

OWNER'S NAME _____

UNIT # _____

OWNER'S SIGNATURE _____

Parking Pass Tag # _____ Date Issued: _____ Exp. Date: _____

Gate Code # _____ Date Issued: _____ Exp. Date: _____