



Association of Condominium Owners

## **TAMARRON ASSOCIATION OF CONDOMINIUM OWNERS CONTRACTOR POLICY**

**This contractor policy applies to both hired contractors as well as owners who opt to do their own remodel work. No exceptions.**

1. All contractors shall have a minimum of \$1,000,000.00 liability insurance and have a copy on file with the TACO Property Maintenance office before any demolition or construction begins. This is a requirement of the TACO master insurance policy.
2. All contractors or owners shall supply a \$1,000.00 refundable damage deposit before any demolition or construction begins to cover any damage to common property or fines for non-compliance to any TACO rules. Deposit shall be refunded at the completion of the project upon final inspection, minus any monies due.
3. All planned remodels must be submitted as an ARC request in Buildium and the owner will be notified in writing when project is approved. Approval must be obtained before work begins. All contractors or owners are to leave in writing a copy of this completed form and a copy of any plans or drawings, including a list of subcontractors, if any, to work on the project. Note that if the remodel involves exterior work, including windows or doors, structural changes, or extensive plumbing or electrical work, written Board approval will be required. In this case, you will be notified that project approval is pending Board review.
4. Contractor shall be responsible for any state or county permits and inspections, including fire inspections, required by law. Any questions regarding the required permits shall be directed to the governing agency. The Maintenance Director shall have the authority to stop work not having the required permits, until such permits are obtained.
5. Any work to be performed by TACO's Telecommunications technician (TV, telephone, energy management systems, etc.) shall be scheduled at least 24 hours in advance. Any work performed on the energy management system not done by TACO must be inspected and tested by TACO before work is covered.
6. Any shut-down of utilities that affects other units must be scheduled with, and approved by, TACO Property Maintenance at least 24 hours in advance and performed under TACO Property Maintenance supervision.
7. **STATE LAW ~ NO EXCEPTIONS MADE:** All fire sprinkler work shall be performed by a certified fire sprinkler contractor, and inspected by the Durango Fire Protection District, if required. The contractor shall be selected by the Director of Maintenance. Any work not inspected, or found to be out of compliance, shall be immediately removed and brought into compliance with all costs being the responsibility of the owner and contractor.

8. **STATE LAW ~ NO EXCEPTIONS MADE:** All electrical work must be done by a State of Colorado licensed electrician. A permit, if required, and electrician's license number must be supplied to the maintenance department.
9. Under no circumstances shall any contractor use any dumpsters on TACO property. All debris is to be hauled off property by contractors.
10. If a contractor needs to rent a dumpster for a remodel, the contractor must, before arrival of the dumpster, contact the Director of TACO Property Maintenance for the location of the dumpster on the property. Note that all dumpsters must be covered throughout the project and must be removed no later than one week after completion of the work.
11. No building materials, trailers, construction equipment, or debris shall be left or stored outside of a unit without prior permission of the Director of TACO Property Maintenance.
12. Under no circumstances shall any vehicles, trailers, or equipment be driven on the lawn in the front or back of a unit to gain access. No vehicles shall be parked immediately in front of a walkway, or in such a way that hinders access to walkways or stairways.
13. All contractors, subcontractors, and their employees shall follow all of TACO's rules, regulations, and speed limits. This includes all restrictions regarding noise disturbance and smoking. No animals are allowed on site at any time. Failure to comply will result in being blocked from the unit, not allowed on property, and/or forfeiture of part or all of the damage deposit.
14. No work will be performed outside of the allowed times of 8:00 AM to 5:00 PM Monday through Friday. No work is allowed during weekends or holidays. The Maintenance Department has the authority to adjust these hours if necessary.

**Holidays included are Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving.**

**In addition, no work is allowed from December 23 through New Year's Day, and that restriction may be expanded depending on what days of the week those holidays occur. It is the responsibility of the owner and/or contractor to inquire in the maintenance office as to what dates those restrictions apply. Parking of all contractor vehicles and/or trailers is prohibited during this same holiday period, except in the case of a response to an emergency situation.**

15. Under no circumstances shall an owner or contractor use the luggage carts for hauling any tools or supplies to or from a unit. Use of any luggage cart for construction purposes will result in an immediate \$100.00 fine.
16. The Director of Maintenance shall have the authority to periodically enter a unit for routine inspections, and to halt work based on any failures noted in the inspections. The Director of Maintenance and the Board shall have the authority to halt work any time the procedures outlined in this document and the Architectural Review Guidelines are not followed.
17. The following installations are prohibited in the Lodge: the installation of a garbage disposal, the new installation of laundry washing machine, and the installation of a dryer (unless it is ventless).

## 18. FEES

The following fee schedule for TACO Maintenance Department supervision has been instituted for all work being done in private units. This will be in effect whether the work is being done by a contractor or a private owner. This fee is for approval, supervision, and inspection costs only, and does not relieve the contractor or owner of any costs associated with work done by the Maintenance Department as a result of actions or requests by the owner or contractor. These fees will be charged to the owner on his/her quarterly statement.

It is the responsibility of the owner and/or contractor to inform the TACO Maintenance Department, in writing, upon completion of the job, and to schedule a final inspection of the project. The owner will continue to be billed these fees until the project has passed this final inspection. These inspections are to ensure that no TACO Common Areas and/or infrastructure are damaged or compromised during construction, and by no means relieve the Owner or Contractor of any County or State requirements for permits and inspections. Nor do these inspections take the place of any Owner's inspections regarding the work done by their contractor. Following is the fee schedule:

Description	Fee
1. Initial fee for plan submission and approval:	\$250.00
2. Monthly fee after first month:	\$100.00
3. Minor remodel (1 week or less) fee per day:	\$50.00
4. Penalty for work done without submission:	\$500.00 plus all applicable fees

**TAMARRON ASSOCIATION OF CONDOMINIUM OWNERS**  
**REQUIRED CONTRACTOR/VENDOR RESPONSIBILITY FORM**

In order to maintain the safety and security of The Tamarron Condominium complexes, we require that each Contractor/Vendor complete the following form for key access. The completed form will be kept in private TACO files.

UNIT NUMBER(S) FOR WORK CONTRACT: \_\_\_\_\_

START DATE: \_\_\_\_\_ JOB LENGTH: \_\_\_\_\_

OWNERS OF UNIT(S): \_\_\_\_\_

OWNERS' CONTACT NUMBERS \_\_\_\_\_

HOME ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR/VENDOR COMPANY NAME:

\_\_\_\_\_  
\_\_\_\_\_

COMPANY PHONE NUMBERS: \_\_\_\_\_

PERSON ASSIGNED TO PERFORM WORK: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

AUTOMOBILE DESCRIPTION AND LICENSE NUMBER. LIST ALL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GENERAL LIABILITY INSURANCE COPY ATTACHED: \_\_\_\_\_

WORKMAN'S COMPENSATION INSURANCE ATTACHED: \_\_\_\_\_

EMERGENCY CONTACTS:

NAMES: \_\_\_\_\_

TELEPHONE NUMBERS: \_\_\_\_\_

EMAIL ADDRESSES: \_\_\_\_\_

**SCOPE OF WORK**

UNIT #

OWNER'S NAME

NAME OF CONTRACTOR

ANTICIPATED START DATE

ANTICIPATED COMPLETION DATE

**WORK TO BE DONE (Use additional sheets if necessary)**

Living room

Bedroom(s)

Bathroom(s)

Kitchen

Other work to be done

TACO Maintenance may require drawings to clarify certain aspects of a job. Contractors/Owners are strongly encouraged to submit these with this form in order to avoid any delays in startup.

**Electrical**

**ALL ELECTRICAL WORK MUST BE DONE BY A COLORADO MASTER ELECTRICIAN. CONTRACTORS, ELECTRICIANS, AND OWNERS ARE NOT ALLOWED TO CUT OR SPLICE INTO POWER CIRCUITS, TELEPHONE LINES, COAXIAL CABLES, OR ANY OTHER WIRING UNDER A BUILDING.**

Name of electrician

License #

Electrical work to be done

**Plumbing**

**ALL PLUMBING WORK DONE INSIDE WALLS AND/OR FLOORS MUST BE DONE BY A LICENSED PLUMBER, AND MUST BE INSPECTED BY TACO MAINTENANCE BEFORE CLOSING WALLS AND/OR FLOORS. THIS INSPECTION IS FOR INFORMATIONAL PURPOSES ONLY; IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE ALL WORK IS UP TO CODE.**

Name of plumber

License #

Plumbing work to be done

**READ CAREFULLY**

1. No work can be started, *including demolition*, before this form is submitted to the TACO maintenance department, along with the following:

A. Damage deposit in the amount of \$1,000

B. Contractor's Certificate of Liability Insurance in the amount of \$1,000,000

***2. It is the responsibility of the owner and/or contractor to inform the TACO Maintenance Department, in writing in the form below, upon completion of the job, and to schedule a final inspection of the project. The owner will continue to be billed the fees listed in the TACO Contractor Policy until the project has passed this final inspection.***

3. TACO Maintenance reserves the right to suspend work on a project in the event of any infraction of the rules set out in the TACO Contractor Policy.

Acknowledgements

Owner

Contractor

**COMPLETION CERTIFICATION**

This form must be completed and submitted to the TACO Maintenance Department upon completion of the job. The owner will continue to be billed the fees listed in the TACO Contractor Policy until this form is submitted and the project has passed this final inspection.

Unit Number:

Completion Date:

Inspection Date:

Notes: