

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 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 contractors are to leave in writing two (2) copies of this completed form, and two (2) copies of any plans or drawings, including a list of subcontractors, if any, to work on the project. At that time, if any changes are to be done to the outside of the condominium in appearance (i.e. windows, doors, etc.), written approval of the TACO board must be obtained before work begins. One (1) set of documents marked "Approved" shall be returned to the contractor prior to the commencement of work.
4. All contractors are to report to TACO Property Maintenance before starting a project to receive a unit key card to gain access to a unit. Card keys will be issued for *no more than* a week at a time. Keys will be re-issued as needed. Under no circumstances shall a contractor receive a key card from the Front Desk. Hard keys for deadbolt locks must be returned to the Maintenance office each day.
5. 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.
6. 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.
7. 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.
8. **STATE LAW ~ NO EXCEPTIONS MADE:** All fire sprinkler work shall be performed by a certified fire sprinkler contractor and inspected by Durango Fire Protection District to maintain warranty of the system. 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.
9. **STATE LAW ~ NO EXCEPTIONS MADE:** All electrical work must be done by a State of Colorado licensed electrician. A permit and electrician's license number must be supplied to the maintenance department.
10. Under no circumstances shall any contractor use any dumpsters on TACO property. All debris is to be hauled off property by contractors.
11. 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.

12. 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.
13. 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.
14. No vehicles shall be parked immediately in front of a walkway, or in such a way that hinders access to walkways or stairways.
15. 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 contractor's damage deposit.
16. 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.

No work is allowed from Christmas Eve 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.

17. 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.
18. The enforcement of the TACO Contractor Policy falls under the TACO Rules and Regulations Committee. This includes all violations, issuance of fines, and scheduling of hearings as needed.

FEES (instituted by the TACO Board of Directors 11/5/2007)

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:

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| 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: | \$250.00 plus all applicable fees |

Owners planning any contractor work are urged to read the TACO Architectural Guidelines found on the Tamarron website www.tamarronhoa.com

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: