

Villa Marin 2013 security and safety requirements for repair, renovation, moving contractor's acknowledgement

1. Firm Name: _____

2. Street Address: _____

3. City, State, Zip: _____

4. Workman(s) Name: 1. _____ 2. _____ 3. _____

5. Firm Telephone #: _____

6. I/we have read and understand the Villa Marin Homeowners' Association Contractor Policies and Procedures contained in this packet and will abide by all rules stated.

7. Location of work project: _____

8. Resident or Department Manager's Name: _____ Resident Unit #: _____

9. Projected Times and Date at facility: _____

10. Reason for admittance – (Example: Estimating Work, Commencing Work, etc.):

11. Work Description: _____

12. Contractor must meet with maintenance and / or environmental director.

13. California State Contractors License #: _____

14. Liability Insurance Carrier: _____ Policy #: _____

15. Job Foreman: _____ Telephone #: _____

16. Signature(s) of Workmen: 1. _____

2. _____

3. _____

17. I understand that failure to sign this form, to provide required documents, or to follow rules may result in having my privileges to work within the Villa Marin community denied.

RECEPTION USE ONLY: Resident Release on File YES () NO ()

Name of Receptionist Receiving Completed Form: _____ Date: _____ Time: _____

(Reception Department – forward completed form to Director of Maintenance.)

NOTE: Contractors / workers will be denied access to Residents' Unit unless a SIGNED RELEASE is on file at the Main Reception Desk.

Contractors entrance policies and procedures – 2013

1. All contractors performing work at Villa Marin Homeowners' Association common areas, and inside resident living quarters, must conform to the following policies and procedures. Contractors / workers not conforming to these guidelines will be denied entrance to Villa Marin
2. **Hours of work:** 9:00am to 5:00pm – Monday through Friday. Earlier or later hours or weekend / holiday work must have prior approval from the Chief Executive Officer and / or the Director of Maintenance.
3. **Noise Control:** All noise must be kept at a minimum level at all times. Any work that will generate severely noisy conditions must be reported to the director of maintenance at least (24) twenty-four hours prior to the noise generation, to allow adequate notification to all in the vicinity of the pending noise generation.
4. **Minor Work:** Must be approved by the Director of Maintenance prior to commencing the work.
5. **Major Alternations:** Must be referred to an architectural firm (for their stamp of approval). Drawings must be submitted to the structural engineering firm of:
G.F.D.S. Engineers 675 Davis Street, San Francisco, CA 94111-1903
Telephone Number: (415) 781-1285
6. **Change Order:** Any changes to the working drawings must follow the same procedure as stated in item number 5, above, prior to making the change. Minor non-structural changes may be considered for approval by the Director of Maintenance. In any case, the changes must be noted on the "as-built" final drawings and be submitted to the Director of Maintenance for placement in the appropriate file.
7. **Elevator(s) Usage:** Elevator(s) usage must conform to the attached elevator(s) use procedure. The freight elevator shall be used whenever possible.
8. **Trash Bin Usage:** Contractors may dispose of minor trash / debris in the Villa Marin bins located in the lower level parking garage. Contractors performing large remodel projects must supply their own trash bin(s) or remove debris and trash by way of their own vehicles.
9. **Housekeeping:** All construction areas must be kept in a clean, safe, hazard-free condition at all times for the safety of all facility occupants, (residents, employees and construction people). Report any damage to the Maintenance and / or Housekeeping Department immediately.
10. **Safety:** Any necessary hazards must be visibly marked with a safety cones, safety tape, or other approved barricades. Electrical outlets, switches, and other

corridors, walkways, stairwells, etc., must be enclosed in an approved covering to minimize tripping / falling hazards. Spray painting of enamel or lacquer based paint is not allowed without prior approval from the Villa Marin Board of Directors due to the toxicity of such material.

11. **Parking:** There are three designated parking spaces inside the lower level garage (Parking Space #248 at the South Garage, and Parking Space #123 in the North Garage. If these two parking spaces are in use, the contractor vehicles shall park in a space allocated by the Maintenance or Security person on duty.

All vehicles more than 6'11" in height shall not enter the garage due to low clearance.

12. All contractors must submit a current copy of their California Contractors License.

13. All contractors must submit a current copy of Proof of Liability Insurance in the amount of \$1,000,000.

14. All contractors must obtain a building permit from the City of San Rafael Building Department if required.

- 1. Sound Proofing – Wood Flooring.**

(Quality of life improvement)

“When installing either a hardwood or laminated wood floor on the 2nd, 3rd, or 4th floor of Villa Marin’s main building, it is required that a soundproofing underlayment with an ICC rating of not less than 56 be installed. A higher ICC rating is preferred.”

- 2. Spraying Enamel Paint in Condos.**

(Safety and quality of life improvement)

“No enamel paint spraying is permitted within in the condo in the main building.”

- 3. Water Shut-Off Valves.**

(Quality of life and Community Damage Mitigation purpose)

“If work on the unit’s plumbing system requires the water be shut off to an entire section of the main building, as part of that work a shutoff valve shall be installed that will allow any future work in that portion of the unit to be performed without affecting water supply to the other sections of the building.”

- 4. Outdoor Patio Flooring.**

(Community Damage Mitigation purpose)

“In the main building, only standard Villa Marin deck coating shall be installed on new deck surfaces for outdoor balconies or patios. If another (non-standard) existing deck surface is removed, it shall be replaced with the Villa Marin standard deck coating.”

VLLA MARIN

Furniture / Equipment Move-In & Move-Out Procedure

The following procedures shall be followed by the moving contractors employed by a Villa Marin resident and / or employed by Villa Marin Homeowners Association.

1. Employer (VMHOA or resident) shall direct workman (movers, laborers, contractors, etc.) to the receptionist on duty to request the lock-out key for the elevator they wish to utilize. The receptionist will contact Maintenance for which elevator to use and where to park their vehicle.
2. The receptionist shall record the workman's company, the workman's name, the location of the move-in or move-out and retain the workman's driver's license until the lock-out key is returned.
3. The receptionist shall then contact the security person on duty to direct the workman to the appropriate parking area for the elevator to be utilized, secure doors or gates, hang the elevator protective blankets inside the elevator car and post out of service signs at each floor of the elevator being used.
4. Items going into the garage storage unit can be placed in the condo marked for storage and the homeowner can put in a work order in the mailroom for maintenance to move the box's into the storage unit when the can.

NOTE: There are three sets of elevator protective blankets (in three different colors) North Elevator: Blue, Freight Elevator: Red, South Elevator: Brown stored inside the elevator control rooms for the North, Freight, and South elevators. The central and dietary elevators are to be utilized for passengers and small objects only such as: market carts, housekeeping carts, and dietary food carts. These elevators are not to be utilized for furniture, equipment, etc.