



# ROSSMOOR

WALNUT CREEK

## **NOTICE TO CONTRACTORS – WORKING GUIDELINES**

To ensure a harmonious working environment for Contractors, their clients (Owner/Members), neighboring manors and Mutual Operation employees, the following rules have been established. Contractors, subcontractors and their employees shall observe these rules without exception. Those persons working as Owner/Contractor, for the purpose of improving a manor for sale or otherwise making alterations to a manor must also comply with these rules. An authorized representative of the Contractor must complete and sign this form and provide it to the Alteration Department at MOD prior to commencement of any work.

1. Prior to starting an extensive alteration (i.e. Total remodel, balcony enclosure, patio enclosure) Contractor shall provide in writing to all affected neighboring units the start date, completion date and the Contractors contact number(s). Any major demolition (i.e. jackhammering) requires notification to neighboring units 24hrs in advance with a start time and end time of work not to exceed a 3 hour time frame. Also include a contact number.
2. A current copy of a valid Contractor License issued by the California Contractor License Board and current certificate of liability insurance. The minimum limits of insurance, form certificate of liability insurance and required endorsement are set forth in the attached “sample”.
3. Working hours are 8:00 AM to 4:30 PM Monday through Friday. There is no work allowed on Saturdays, Sundays or holidays. No exceptions.
4. Insured vehicles of contractors, subcontractors and their employees must never park in a fire lane (red curb area), must never block access to a carport, driveway, laundry room or dumpster or use more than one guest parking slot and must never be left in Rossmoor over night.
5. No loud amplified music shall be played at the job site.
6. Water shutoffs requires 24hr. notification with time, date and duration noted with a maximum of 3hrs. In the event of a water shut off, any dislodging of sediment in the lines causing aerators to clog in adjoining units must be repaired by the contractor

7. The jobsite is to be cleaned and broom swept daily, with all construction material that were placed outside the manor removed from the worksite at the end of every working day. Construction debris shall never be discarded in dumpsters either in the entry or at the MOD recycling center and removed daily by the contractor. This includes owners acting as contractor on the remodel. All trailers must be removed from Rossmoor every night and never left in a carport or on the main street. Carport and common areas (hallways) shall not be used as storage sites for either equipment or materials. To mitigate the build up of construction debris, sheetrock and wood dust in the filter, plenum and HVAC A-coil, the system must not be run. If the HVAC system is used, the contractor is responsible for cleaning the system including all ductwork.
8. To avoid damage to common area( including landscaping ), Contractors shall protect all areas of potential impact. This protection must be removed and all affected common areas cleaned daily. Construction materials, cleaning of tools shall not be deposited into the landscaping where access to storm drainage is possible. **STORM DRAIN POLLUTERS MAY BE LIABLE FOR FINES OF \$10,000 OR MORE PER DAY!** Damages to common areas, including landscaping, shall be repaired/replaced by the Contractor in a timely fashion to MOD's reasonable satisfaction and then inspected by MOD. Should additional repairs be required or should the Contractor fail to make repairs, the affected Mutual may complete these repairs in which case the Mutual shall have the right to collect the costs from the Owner/Member.
9. Notification of violation(s) by the Contractor of any of the rules set forth herein will be issued and the Mutual involved notified of said violation(s) with the possibility of the Contractor denied access to Rossmoor to complete the work and/or barred from working in Rossmoor in the future. A copy of a Violation Notice will be placed in a file and the affected Mutual will be notified.
10. An appointment with MOD for a Final inspection must be scheduled once work has been completed and the City has signed off their permit, when required.
11. Contractor shall comply with all Mutual policies (including Maintenance policies) as well as all applicable Federal, State, County and City laws, codes, ordinances, bearing on performance of the work.
12. Contractor shall not perform any work that requires a City permit unless and until such permit has been issued. The city will not issue a permit unless the owner/member(s) alteration permit has been approved by the Mutual and an approval letter issued which will need to be provided to the City for a permit.

The rules set forth herein shall be binding upon the Owner/Member, Contractor, their subcontractors and employees.

The signature below indicates that the Contractor(or Owner/Member, if acting as Owner/Contractor), has read and agrees to comply with the rules and requirements set forth in this Notice to Contractors – Contractors Guidelines:

Contractor Name/DBA Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number : \_\_\_\_\_

Contractor's License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Contractor's Authorized Representative

\_\_\_\_\_  
Date

Effective 8/2018 Revised 9/22/23

**Mutual Operations Division – Golden Rain Foundation**  
800 Rockview Drive Walnut Creek, CA 94595 (925) 988-7600 Fax (925) 988-7694

# NOTICE

MUST BE POSTED AT ADJOINING MANORS 24 HOURS PRIOR TO WORK COMMENCING.

IN CONJUNCTION WITH THE REMODELING AT:

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(ADDRESS)

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(CONTRACTOR)

**MAJOR DEMOLITION WORK WILL OCCUR BETWEEN THE HOURS OF**

**\_\_\_\_\_ AM/PM AND \_\_\_\_\_ AM/PM ON \_\_\_\_\_**  
(MAXIMUM 3 HOUR TIME FRAME) (DATE)

ANY QUESTIONS PLEASE CONTACT

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(NAME OF CONTACT PERSON)

@ \_\_\_\_\_  
(PHONE NUMBER)

**CONTRACTOR IS RESPONSIBLE FOR NOTIFYING ALL ADJOINING UNITS. FAILURE TO ADHERE TO THE SPECIFIED TIME FRAME WILL RESULT IN FINES OF \$200.00 FOR EACH OCCURANCE. A COPY OF THIS NOTICE(S) MUST BE PRESENTED TO THE ALTERATION OFFICE FOR INCLUSION IN THE ALTERATION FILE.**

# NOTICE

## INTENT TO SHUT OFF WATER

**IN CONJUNCTION WITH THE REMODELING**

**AT** \_\_\_\_\_

(ADDRESS)

\_\_\_\_\_

(CONTRACTOR)

**WILL BE SHUTTING OFF THE WATER BETWEEN THE HOURS OF**

\_\_\_\_\_ **AM/PM AND** \_\_\_\_\_ **AM/PM ON** \_\_\_\_\_

(MAXIMUM 3 HOUR TIME FRAME)

(DATE)

**ANY QUESTIONS PLEASE CONTACT**

\_\_\_\_\_

(NAME OF CONTACT PERSON)

@ \_\_\_\_\_

(PHONE NUMBER)

**NOTICE TO BE POSTED AT LEAST 24 HOURS PRIOR TO SHUTDOWN**