



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. 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”.
2. 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.
3. 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.
4. No loud amplified sound or music shall be played at the job site. Noise that is jarring to the walls, ceilings and air space of adjacent manors or unreasonably interferes with residents’ quiet enjoyment of their manors is strictly prohibited except when MOD and all residents in the manor(s) affected are informed 24hrs.in advance as to time and duration. Such notice is good for one day only, For a new occurrence, the above notice procedure must be repeated.
5. 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 aerator(s) in adjoining manor(s) to clog it is the responsibility of the owner/contractor to repair.
6. 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.

7. 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.
8. 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.
9. 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.
10. 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.
11. 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.

12. 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