

**ONE OCEAN PLACE HOMEOWNERS ASSOCIATION, INC.
CONTRACTOR RULES AND REGISTRATION FORM**

Please be advised that the following are the general rules and guidelines for contractors performing services on or within the Association. It is the owner's responsibility to make sure that their contractor is aware of these rules.

1. All contractors shall be licensed pursuant to the laws of South Carolina and submit a contractor registration form to the HOA management company.
2. Any renovation work, including flooring, kitchen and bath renovations, cannot start prior to the Thursday before Memorial Day weekend through Labor Day weekend.
3. All owners are required to get proof of insurance from their contractor prior to the starting of any work. Proof of insurance must be sent to the management company via email.
4. Any major renovations where walls or plumbing will be changed or rerouted from original floor plan require an approval from the Board prior to the commencement of any work.
5. The use of demolition/breaker hammers, jack hammers, concrete drills and non-powered tile removal either by a contractor or homeowners is limited to the hours of 10:00 a.m. to 3:00 p.m., Monday through Friday.
6. No work will be allowed on any of the One Ocean Place designated holidays.
7. Any and all contractor rules or restrictions do not apply to One Ocean Place HOA hired contractors.

ALL CONTRACTORS AND SERVICE PROVIDERS MUST:

1. Register with the maintenance department and receive a parking pass.
2. Provide a scope of work and unit number.
3. Never use the luggage carts.
4. Never put construction debris in DUMPSTER. Violators will be fined.
5. Never make noise before 9:00 a.m. or after 5:00 p.m.
6. Never work on Sundays.
7. Keep all common areas and elevators clean.
8. Never cut tile or construction materials on balconies or walkways.
9. Contractors can work from 8:00 a.m. to 5:00 p.m.
10. No work is allowed on the following designated holidays:
 - New Year's Day
 - Martin Luther King, Jr. Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Flag Day
 - Labor Day
 - September 11 (9/11)
 - Veterans Day

- Thanksgiving Day
- Christmas Day

A failure to follow said guidelines can result in a vehicle booting and or fine for the contractor and owner.

The undersigned has reviewed and understands the rules and guidelines noted above for performing service on or within the Association. Furthermore this document does not waive the responsibility of the homeowner to ensure that the contractor is complying with the Architectural Guidelines and the Rules and Regulations of the Association contained within, but not limited to the Master Deed.

The undersigned working for unit _____ understands the guidelines listed above and will comply with stated guidelines above and rules and regulations of the Association.

Description of work: _____

Print Name

Company

Signature

Tech/Badge Number

Company Phone Number

Unit Owner Name: _____

Unit Number: _____

Unit Owner Phone Number: _____

PLEASE RETURN THIS COMPLETED FORM AND PROOF OF INSURANCE TO:

Alexandra Guertin: aguertin@allymgt.com

Donny Lutz: dlutz@allymgt.com