

Arbors Professional Center Condominium I Association
Contractor Rules, Regulations and Building Information

Requirements for Condominium Unit Owner Managed Construction Projects

1. A certificate of insurance is required by each contractor naming the *Arbors Professional Center Condominium I Association, Inc.* as additional insured.
2. Contractor shall submit a copy of the permit for any construction on the property.
3. Use of common areas by contractors is not permitted, except for ingress and egress only. Elevator is NOT for transport of materials; stairwell must be used for all materials, equipment.
4. **HVAC replacement on roof and use of a crane needs to take place outside of business hours.**
5. After-hours access requires use of an **access fob after hours**. If owner does not have fob for their contractor, please request fob via sproctor@mpvre.com. Fob can be picked up 2400 South Blvd, #300, Charlotte, NC 28203.
6. Lockbox located on exterior electrical room door. Code 5132. Key opens Electrical room & all utility closets.
7. This is a smoke free facility. Smoking is NOT permitted anywhere on the premises.
8. All common areas must be protected and kept clean at all times.
9. After construction is complete, Contractor shall return the common areas to a Class A standard by cleaning the common area carpets via hot water extraction (or replacing same if damage is done), retouching any walls with paint, or repairing/replacing other existing wall covering as needed.
10. If damage is caused by contractor to common areas, either interior or exterior (to parking lot and/or grounds), side of building, or roof contractor is required to repair area(s) immediately after damage occurs, but absolutely no later than obtaining Temporary Certificate of Occupancy (TCO).
11. No adjacent suites or common areas may be used for storage.
12. Use of radios and other audio devices is not allowed during construction.
13. Contractors shall always present themselves in a professional manner.
14. Contractor shall notify Association Manager, **at least 48 hours in advance**, of the following:
 - a. When the fire or life safety system needs to be placed offline/on test,
 - b. Work that will interfere with other businesses within the building, during or after business hours,
 - c. Changes that are required by code to the common areas, which will need to be reviewed and approved by the Association,
 - d. When access is required in any occupied suite.
15. All roof penetrations shall be made by the association's recommend roofer. The Ray Company 704-391-8001.
 16. The building is monitored by **CRS Building Automation Systems**
800-662-1711 (to put account on test)
704-200-0856 **for after-hours emergencies**
Password: "Crosland1"
17. The preferred HVAC vendor who is familiar with this building Environmental Services of Charlotte. 704-596-7986.
18. The Association or building developer may adopt such other reasonable regulations for the benefit of the building or its occupants as may be necessary from time to time.

Please have the owner/owner representative and contractor(s) sign below accepting responsibility of all the above.

Owner/Owner Representative

Date

Contractor

Date

Contractor

Date