

The Board of Managers
Webster Place Condominium Association
Brookline, Massachusetts

GENERAL RULES FOR CONTRACTORS

1. Prior to proceeding with any major renovation or upgrades to a unit, (anything other than decorating or repair of existing facilities) unit owners must submit detailed architectural plans and specifications, the report and signed plans of a structural engineer, if any structural elements of the building are involved, and the name of their general contractor, to the Board of Managers for review and approval. **No construction or renovation may begin without the written approval from the Management Company and/or Board of Managers.** When a unit owner is changing a layout, removing a wall or submitting engineering, architectural or any plans approval is contingent upon three inspections from The Albert Corporation Maintenance supervisor Steve Griecci; a before, during and after renovation inspection. Any subsequent changes or alterations to the original plans or specifications must be submitted to the Board for review and written approval prior to their implementation.
2. The Board may require that the renovation plans of individual units be reviewed, at the unit owner's expense, by a Structural Engineer or other professional hired by the Board to monitor the progress of the work, and to ensure compliance by the contractor in order to prevent any possible structural damage to the common areas of the building.
3. Any contractor working in the building must be properly licensed by the Commonwealth of Massachusetts and insured, and must provide a copy of his certificate of insurance to the Management Company. Liability insurance coverage must be at least One Million Dollars and must name the Association as an additional named insured; Workers Compensation insurance must be in statutory amounts. The contractor must also obtain all necessary permits for the job and follow all building code regulations.
4. Since the structure of the building is such that work in one unit can (and frequently does) impact other units, the Contractor should carefully examine the plans and be fully informed of existing conditions and limitations. He is further required to discuss his plans for the protection of other units from damage and construction dust and debris with the Unit Owner prior to commencing the job. The unit owner must advise the Management Company of these plans so that the Manager may determine if they are adequate. He is also required to promptly clean up and repair any damages that occur to other units or common areas during the period of construction.
5. Prior to starting construction, the Contractor should establish a realistic projected time frame covering the duration of the work. A written copy of this projection should be submitted to the Management Company and any changes or unforeseen delays must be duly reported as they occur.
6. Except in an emergency situation, work in the building is permitted only on Monday through Friday from 8:00 a.m. to 5:00 p.m. No construction work will take place in the

building on weekends or holidays. In cases where it is **absolutely necessary** for workmen to work in a unit after 5:00 p.m. or on a weekend, the Unit Owner must notify the Management Company in advance.

7. Before any construction begins, the contractor, together with the Building Superintendent and, if need be, the Property Manager, will tour the common areas that will be used by the Contractor and his men. These areas will include the elevator (for passenger use only), laundry room, the staircases and the back halls and any other area that may possibly become involved in the project. The purpose of the tour is to point out the condition of these areas prior to the start of any construction work. A review of the condition of these areas will take place at the completion of the project to determine if any damage has been done to any of these areas, or if any cleanup is indicated. The unit owner for whom the work is performed will be held responsible for any cleanup and/or damage to the common areas or to other units in the building resulting from the work

8. During construction, contractors must cover the floor of any common area that will sustain major traffic, such as the carpet in the lobby, or the floors at the back door. **Daily cleanup of these areas and any other affected areas, such as stairways, etc. is required.**

9. In any construction or renovation work involving the mixing of plaster, cement or any like material, precautions must be taken to prevent any of the materials, **no matter how diluted**, from entering the internal drainage system of the building, all cleaning of tools, washing out of mixing vessels and disposal of wash water and/or slurry must take place **outside** of the building in order to prevent any possibility of clogged drain lines within the building. **Any evidence of a violation of this rule will result in an immediate shut down of the job until it is determined that absolutely no damage to the drainage system has occurred.**

10. The exterior of the building must be protected from paint drips (when painting windows) and ledges must be cleaned of chips and other construction debris.

STRUCTURAL ELEMENTS

Structural elements, such as joists, bearing walls, steel girders, support beams, etc., may not be touched without the prior written permission of the Board of Managers. (Refer to Item #1 of these *Rules*.) Contractor will be held liable if he cuts, alters, or in any way modifies any of these elements without the prior written approval of the Board of Managers. Should such violation take place, work will be stopped immediately.

ENTRANCES AND EXITS

The front doors and the rear door of the building are kept locked at all times when not in actual use. Leaving them open and unattended compromises the security of the building. The doors to the building will not be left open and unattended at any time, for any reason. If a workman has to leave the immediate vicinity of the door, it must be fully closed and locked. The Contractor is responsible for instructing his workmen to observe these rules.

ROOF ACCESS

The door to the roof is locked at all times. **The roof is not accessible to residents, contractors, or workmen without permission and supervision.** Workmen should be cautioned that access is restricted and permission can only be granted through the Building Superintendent. These rules will be strictly enforced for the protection of the roof. **Any work done on the roof will be closely monitored and extra precautions will be required to protect the roof fabric and seams.**

MOVEMENT OF MATERIALS AND EQUIPMENT

Most equipment and building materials should be brought in and out of the building through the **back door** and up the **back stairwell**. In cases where this cannot be done, great care must be taken to protect the lobby and the elevator and sufficient personnel must be provided to prevent damage to the walls, floors, and other elements of the stairwell. **Under no circumstances can the front elevator be used to transport building materials and equipment.**

It is also strongly suggested that serious thought be given by workmen as to the tools and equipment needed to do the job each day, in order to eliminate the countless trips between job site and truck. These types of comings and going increase the incidence of doors being left open and compromise the security of the building and, for the most part, could be eliminated, or at least the frequency drastically reduced, with a little more careful planning.

Under no circumstances should the door latch be left open or a tool be placed in the door to keep it from closing. This constitutes a breach of security and is prohibited. Repeated offenses will not be tolerated and could result in a shutdown of the project or possible fines for the unit owner.

ELEVATOR LIMITS

The weight limit for the elevator is 3000 lbs., for passengers only! Under no circumstances is this limit to be exceeded, nor even approached.

UTILITIES SERVICE AND SHUT-OFF

A. ELECTRICAL: All units have electrical panels located within each unit. For the most part, this affords the means to shut off power to the unit without the need to go to the main electrical meter room. In the event that it becomes necessary to work at the main electrical room, the Building Superintendent must be notified and consulted. Whenever any extensive work is planned in any of the units, it is suggested that the service be updated to at least 100 amps and new wiring be installed from the service entrance and meter.

B. GAS SERVICE: Gas service is provided to the building, but not to all units. Great care must be taken to bring gas lines to a unit. All such work must be done with the prior approval of the Board and under the supervision of the Management Co. and Boston Gas.

C. PLUMBING AND WATER SERVICE:

1. **Water service for the entire building may not be shut off by any workman or plumber without advance notification to the Building Superintendent. The request must be made at least 72 hours before the shut-off is required.** This is to provide for reasonable notification to all residents that a water shut-off will take place. **No exceptions to this advance notice rule will be made, except in an absolute emergency situation.**

2. The request for a shut-off must include a reasonable estimate of the length of the interruption and the time of day involved. Under no circumstances will a shut-off be permitted before 9:00 a.m. or after 4:00 p.m. No shut-off will exceed three hours in length on any given day unless an emergency exists.

ACCESS PANELS

All existing access panels to bathroom and kitchen plumbing as well as heat circulators must be maintained. In case of renovation or change, new access must be provided to kitchen and bathroom plumbing.

DEMOLITION DEBRIS AND TRASH

A. It is the responsibility of the Contractor to properly remove and dispose of all trash and debris generated as a result of the renovation work on a daily basis. There is no provision in our trash operation to accommodate this type of material.

B. The material must be removed completely from the premises. There is not vacant area on the property to accommodate a “dumpster” and the trash cannot be left on the sidewalk in the alley for Municipal pick-up, as they will not accept this type of trash.

C. At the completion of the project, before the work crew leaves the Building Superintendent will make certain that all materials and debris have been removed from the building, and the common areas are clean and undamaged.

SMOKING

Smoking is prohibited in all the common areas of the building, including mechanical rooms. Contractors are requested to instruct their workmen not to leave their cigarette butts on the sidewalk in front of the building if they smoke outside.

WORK INVOLVING ACCESS TO ROOF AREA

As outlined previously, access to roof of the building is both restricted and closely monitored. In the event that access to a roof area is absolutely essential, there are some very specific requirements that must be met for the protection of the roof. The Building Superintendent and if necessary, the Property Manager, will review these requirements with the Contractor on an individual case basis and will closely monitor the job site to ensure that all work is being done in prescribed fashion.

Sufficient padding and other protection measures must be provided to keep all tools and other equipment from direct contact with the roof fabric. Nails, screws and other fasteners cannot be left lying around to be walked on or otherwise allowed to cause damage to the fabric.

The roof is fragile and expensive and the Contractor will be held responsible if it is damaged in any way.

NOTE

The Job site will be monitored during the construction period by the Building Superintendent and if need be, by the Property Manager or, by a hired professional at the unit owner's expense (as provided in section #1 of this document) to ensure that all rules are being followed and that no violations are taking place. If any extra expense is incurred by the Association in connection with extra time expended by the Property Manager in connection with the construction/renovation work, the expenses will be charged back to the Unit Owner and collectible as a common expense in accordance with General Laws Chapter 184A Section 6 (c)