

CONTRACTOR RULES AND REGULATIONS

Dear Homeowner:

The Board of Directors of the Toluca Hills Condominiums has adopted the attached Rules and Regulations which are to govern any and all work done by contractors employed by homeowners for work in their units at Toluca Hills. These Rules were developed to protect the interests of Toluca Hills residents and for the safety, benefit, and convenience of all individuals working or visiting in the Building. The Rules are to be adhered to at all times by all homeowners and their employees or contractors.

All work shall comply with the Toluca Hills Architectural Policy and Standards. No work may begin in any unit without the homeowner having first informed the Property Manager of Toluca Hills one (1) month in advance of what work is to be done, who will be doing the work, when the work will commence, and the anticipated finish date. A copy of **any permits required** by the City of Los Angeles must be given to the Property Manager prior to the beginning of such work. (Please fill out the **Contractor Form** available from the Property Manager and on the community website. <http://www.tolucahillshoa.com>)

The Board has set forth the requirements of contractor and construction activity:

Unit improvements (where a professional contractor or vendor is providing service) such as new paint or carpets will require a \$500 refundable damage deposit before work may begin. (Please note administration of this deposit in "Deposits & Fees"). All work including minor upgrades and repairs have an impact on the common areas of the building.

1. Reimbursement to the Association shall be made for any and all damage, accidental or otherwise, that may be done to any of the common elements or areas, or to any other unit. This shall include but not be limited to hallways, elevators, carpeting, wall-coverings, tile, floors, walls, etc.
2. If damage occurs, the homeowner and the general contractor will be notified, in writing, of the damage that has been reported.
 - a. Within 1 week of the date of the notification, the homeowner and/or General Contractor must notify the Association of its intent to either make the repairs on a timely basis or ask the Association to make the repairs and assess the repair fund for the cost of the work.
 - b. Any damage report or expense assessment against the homeowner may be appealed by the homeowner to the Board of Directors in writing.
 - i. Any such appeal must be received by the Board within 10 days of the date of notification of the damage and before any repair work is commenced.
 - ii. Evidence must be presented to the Board stating why the homeowner does not believe the assessment is appropriate.

- iii. Among other things, the Board will consider whether the appealed expense would have been incurred by the Association had the homeowner's General Contractor or Subcontractors not been on site.
 - iv. The Board will not become involved in determining how any assessment should be divided between the homeowner, General Contractor, and/or Subcontractors.
 - v. The decision of the Board will be final.
- c. If the General Contractor elects to make the repairs itself, the repair work must be first approved and accepted by the Board in order to avoid an assessment against the homeowner.
 - d. If the General Contractor elects to make the repair itself, said work must be completed within a reasonable timeframe as determined by the Association or the Association will have the repair work completed and will charge the homeowner for the cost incurred.
 - e. A detailed itemization of each assessment will be provided to the homeowner and the General Contractor on a timely basis following completion of the repair.
3. The Property Manager (and the resident, if he/she wishes to make arrangements to accompany the manager) shall inspect all affected common areas of the building before said construction begins and after the job is completed to ensure no damage has occurred.
4. Any portion of the Deposit remaining upon completion of construction will be refunded to the homeowner and costs for damages exceeding the deposit will be collected.

Responsibilities of the Board of Directors of the Association

The Board of Directors has been given broad powers, as stated in the Association Condominium Documents (CC&Rs), to establish rules and regulations governing activities on or within the property, including but not limited to the activities of General Contractors and their Subcontractors working on the premises. The Board's overall responsibility is to ensure that the property is maintained at the highest standards, to preserve and protect the condition of the property, and to consider any potential financial impact to the Association and the homeowners in connection with activities in the buildings. In addition, the Board is responsible for all operating systems in the buildings and the maintenance of all General Common Elements that include the elevators, hallways, common HVAC equipment, Fire and Life Safety Systems, electrical, plumbing, and telecom facilities.

As a result of these responsibilities, the Board believes it is prudent to establish a procedure to promptly repair any damage to the buildings or the Common Elements caused by outside contractors and to hold the proper parties responsible for cost of such repairs.

Responsibilities of Homeowners

Toluca Hills Condominiums is a residential property primarily occupied by 'homeowners' rather than 'tenants'. It is important that each individual homeowner takes responsibility for

maintaining the beauty and integrity of the property, including the General Common Elements, on behalf of all owners.

Each homeowner is responsible for the actions of their General Contractor, subcontractors, work staff, and suppliers. Homeowners should require their general contractor to respect and protect the property at all times, including the General Common Elements. Any action detrimental to the General Common Elements or other property by any Contractor shall become the sole responsibility of the homeowner who has contracted for their services.

The Board requires that all homeowners incorporate the attached Rules and Regulations into any agreement with a General Contractor for work at Toluca Hills Condominiums. Failure to do so will not release the homeowner from liability for damages to the General Common Elements caused by their construction.

We appreciate your cooperation in abiding by these Rules and Regulations.

Toluca Hills Apartment Corporation
(doing business as Toluca Hills Condominiums)

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The following Rules and Regulations and any subsequent revisions adopted from time-to-time, shall be adhered to by all homeowners, General Contractors, Subcontractors, suppliers or others involved in any construction activities at Toluca Hills Condominiums.

The General Contractor shall be responsible for notifying any and all subcontractors, work-persons, and suppliers of these Rules and Regulations and enforcing them.

The General Contractor is responsible for thorough and detailed communication in connection with compliance with these Rules and Regulations to Toluca Hills Condominiums Property Manager.

The General Contractor shall make all arrangements in connection with the following with the Property Manager:

- Hours and coordination of work
- Clean-up
- Use of elevators
- Material and equipment
- Time and place of deliveries
- Building tie-ins (HVAC, electrical, plumbing, etc.)
- Power, heating and restroom facilities
- Discrepancies in plan

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CONTRACTOR RULES AND REGULATIONS

General

Hours, coordination of work and conduct of workers:

1. Work in the building is restricted to the hours of 8:00 am – 6:00 pm, Monday-Saturday. No work shall be done on Sundays or holidays. Noise must be kept to a minimum between 8:00 am and 9:00 am so as not to disturb residents. All workers must exit the building by 6:00 pm. All Common Areas **MUST BE CLEANED** by the Contractor at the end of every day of work on site by 6:00 pm or earlier.
2. Prior to commencement of construction, the General Contractor shall provide to Property Manager for approval, a list of names of their subcontractors and their related trade, along with emergency phone numbers of the Contractor's Project Manager(s).
3. **Smoking or playing of loud music** will not be tolerated within the Building or within the common areas at any time. Contractors are responsible for insuring their subcontractors adhere to this regulation. Infractions of this rule will result in the worker(s) in question being requested to leave the premises.
4. All construction crews shall be confined to the unit under construction at all times. Access to other areas will not be granted unless approved by the Property Manager. **Workers are not allowed in the Pool/Spa area at any time, for any reason. Workers are not allowed to break or have lunch in the lobby.**
5. The General Contractor is responsible for notifying all subcontractors to store and secure all tools and equipment at the end of the shift or workday. Toluca Hills Condominiums is not responsible for any tools or equipment left at the premises. Any tools left in the hallways or corridors, stairwells or common areas will be promptly removed.
8. General Contractors are responsible for the following items to make sure that all are covered and/or removed and stored prior to commencement of work to minimize the risk of damage and loss: light fixtures, thermostats, smoke detectors, light diffusers, sprinkler head covers, elevator walls, flooring and ceiling, fire alarm enunciators, etc.
9. The elevator must be protected at all times. The elevator floor must also be protected. This is a residential building, thus padding must be removed when not in use when construction materials and waste are not being transported.
10. The General Contractor must confirm with the Property Manager that all locking hardware is compatible with building keying system. All unit locks must conform to architectural standards.

Clean up:

12. The General Contractor is responsible at all times for keeping their work site and adjacent areas, including hallways, elevator lobbies, and loading areas, free from dust and accumulation of waste material or rubbish caused by their subcontractors, workmen, or suppliers. The elevator must be vacuumed frequently so that dirt and litter are not tracked onto the common area hallways, and so that the residents and their guests have a presentable elevator. Further, the first floor and the garage elevator lobby must be kept clean during the day and left clean at the end of the work day (6pm). The General Contractor is also responsible for the final job site clean up which shall include, but is not limited to, light fixtures, windows, electrical, janitorial and telephone closets, entries, stairwells, and vacant and public space affected by the construction. Any cost incurred by the Property Manager to repair or clean any area affected by the construction will be deducted from the repair/damage deposit. At the end of construction, the Board of Directors will determine if the elevator needs to have dents and scratches removed and will deduct the cost before the remaining damage deposit is returned.
13. Any clean-up work or repair of damages not performed by the General Contractor within a reasonable time will be undertaken by the Property Manager and shall be at the General Contractor's expense. General Contractors are **not** to use the building's janitorial equipment at any time.
14. The General Contractor is responsible for the removal of all construction and demolition debris.
15. General Contractors performing construction work must protect common high-traffic areas with 1/8" masonite and visqueen. The General Contractor shall be responsible for cleaning, carpet shampooing/replacement and/or painting of all common areas as necessitated by construction.

Building tie-ins (HVAC, electrical, plumbing, etc.)

17. The Property Manager Office shall be notified a minimum of 72 hours in advance before contractors a) cut into any duct, any existing power line, gas line, or water line; b) temporarily disconnect any meter; c) move any air handling equipment or thermostat; or d) doing anything which would impact fire safety equipment, etc.

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Specific to Parking Garage and Elevator Usage

1. All contractors, sub-contractors, workmen, and suppliers are required to use the most direct elevator to access a unit. Workers must be notified that these elevators are primarily for use by Toluca Hills Condominiums residents and **must** be shared.
2. The delivery of merchandise, supplies, fixtures, and other materials or goods of any nature to and from the premises and all loading, unloading and handling shall be done only at such times as designated below. All delivery equipment must be equipped with rubber wheels or tires to prevent damage to flooring. Wheels must be kept clean to avoid carpet and walkway soiling. No deliveries can be left in the garage, lobby or elevators.
 - Drivers are not allowed to leave their truck motors running during deliveries.
 - During deliveries, vehicles must be attended if vehicle is blocking main passageway.
 - After deliveries are made, drivers must remove their vehicles from the moving entrance in the garage as soon as possible. Deliveries shall be limited to 30 minutes during normal business hours. **NO EXCEPTIONS SHALL BE MADE.** Major moves and deliveries must be scheduled within designated times.
 - All accidents must be reported to the Property Manager immediately. An Accident Report must be completed in all accident cases. The General Contractor and/or their vendors are fully responsible for any damages.
 - Unless parked in a homeowners assigned spot, **PARKING IN THE GARAGE FOR ANY PURPOSES IS PROHIBITED AT ALL TIMES.**
 - Any Elevator **may not** be held for loading and unloading of materials for more than five (5) minutes. The residents' need to use the elevators must be respected.
3. Deliveries may be made between 8am – 5pm as long as residents are not disturbed by the noise.
- 5. Exclusive use of the Elevator cannot be scheduled.**
6. Contractors are not permitted to park in **visitors'** parking.
- 7. No construction materials or large tools shall be carried or 'wheeled' through the front lobby Barham Blvd front door.**
- 8. DOOR PROPPING IS STRICTLY PROHIBITED. CONTRACTORS AND HOMEOWNERS FOUND PROPPING DOORS WILL BE FINED \$750 FOR EACH OCCURRENCE.**

CONTRACTOR RULES AND REGULATIONS

**Specific to
Elevator/Fire/Life/Safety System**

1. The General Contractor shall designate a representative responsible to the Property Manager in connection with all mechanical and life/safety systems at Toluca Hills Condominiums. This individual, in conjunction and compliance with the Property Manager, is responsible for all actions and communications in connection with operating systems at Toluca Hills Condominiums.
2. The Property Manager will advise the General Contractor of the approved vendors for all systems of the building (i.e., fire/life/safety, elevator, plumbing, electrical, etc.) and will notify these vendors in writing that the General Contractor has been approved by Toluca Hills Condominiums to give them direction in connection with turning systems on and off.
3. Elevator, emergency lighting and Fire/Life/Safety Systems shall not be disconnected under any circumstances without prior written notice from contractor with signed approval by the Property Manager.
 - Upon receiving such written approval, the work shall be scheduled through the Property Manager with a minimum of 48 hours advance notice.
 - Work shall be completed expeditiously and emergency facilities shall be restored immediately upon completion.
 - It is the responsibility of the General Contractor's representative (as identified in #1 above) to contact any vendor of services to Toluca Hills Condominiums in connection with work to be done that involves any of the working systems at Toluca Hills Condominiums. For instance, the monitoring and maintenance companies for the Fire/Life/Safety Systems should be notified prior to and after completion of any work being done to the Fire/Life/Safety Systems.
4. Any work involving welding or duct of any type will require covering of all smoke detectors and notification of Toluca Hills Condominiums Fire System Monitoring company so the floor can be taken off line with the fire alarm system.
 - In addition, all welding work will require the use of smoke-eaters and ventilation of the floor.
 - Exhaust fans for ventilating the floor can only operate Monday through Friday, from 8am – 5pm.
 - Work requiring exhaust fans (welding, all work creating noxious fumes or strong smells such as non-latex paint, staining, varnishing, or use of toxic materials) must be scheduled at least 48 hours in advance.
 - Any sprinkler work must be coordinated through the Property Manager at least 48 hours prior to work being performed.
 - Existing sprinkler head covers should be removed and stored during construction to minimize the risk of damage and/or loss.
 - The Fire System monitoring company must also be notified prior to filling of sprinkler lines so that the fire pumps can be disabled.

- The Property Manager will maintain a list of current vendors for use by the General Contractor.
5. Any work involving torch cutting or welding requires that a cutting/welding permit be completed and posted. City “Hot-Work” procedures must be followed.
 6. Any smoke detectors that are added to the fire system must be tested and calibrated. **Testing with smoke is not permitted.**
 7. Any fire alarm, false or otherwise, will be the responsibility of the General Contractor and all associated fees will be their responsibility.
 8. In order to maintain the integrity of the base building warranties and guarantees, Property Manager requires the use of Toluca Hills Condominiums Association-approved contractors. Please contact the Property Manager for a list of current vendors.

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Specific to Additional Demolition and Construction Requirements

GENERAL

1. Filters must be placed over the return air plenum at shaft prior to demolition and/or construction.
2. Prior to demolition of interior partitions, electrical contractor shall disconnect all receptacles, switches, and other related connections and remove circuit back panel.
3. Smoke detectors, speakers, and/or any Fire/Life/Safety equipment shall be detached from partitions and ceilings prior to demolition, but Fire/Life/Safety equipment shall remain energized throughout demolition and construction.
4. NO FLOOR PENETRATIONS ARE ALLOWED.

HVAC

1. All distribution air outlets that are being used are to be capped. All distribution systems shall be balanced as designed including adjoining space, if the supply box serves it.
2. All thermostats shall be 54” above the finished floor and shall be installed according to City of Los Angeles code.
3. Roof Access will be provided by the Property Manager. 48 hours notice is required.

ELECTRICAL / PLUMBING

1. Electrical closets shall be kept secure and accessible at all times during construction. All panel schedules must be updated and panel covers replaced after construction.
2. All unused or disconnected wiring shall be removed from duct or conduit.
3. All existing waste and vent lines not being used shall be removed back to main tap and capped.
4. All domestic water lines that are not being used shall be removed back to main tap and capped or plugged.
5. No water lines may be shut-off without 72-hour notification of the Property Manager and all effected units.

CARPET CLEANING

1. Portable units are required to clean carpets. Hoses run from street are strictly prohibited. Residents/Contractors found propping doors for hose runs will be fined \$750.
2. For the security and safety of homeowners, truck-mount units are not allowed at Toluca Hills.

LOBBY USE

1. Lobby use is strictly for access to building 2 and 3 residents for contractor work.
2. Lobby is not for use for storage of materials or tools.
3. Materials, Furniture and large items are not allowed to be staged in the lobby.
4. Propping of Glass lobby door is prohibited. Security cameras cover the lobby, and all violators will be fined \$750 for each occurrence.
5. Recycling bins in mailbox hallway are for resident use only.