

Terrace Park East (TPE) "Construction Rules and Regulations"

Before bringing your tools, equipment, or building materials into any part of TPE, YOU MUST report to the TPE HOA unit 108 Building A to complete the form below.

ATTENTION: All builders, home-remodelers, plumbers, electricians, carpenters, floor installers, painters, drywallers, carpet cleaners, and other independent contractors engaging in construction, maintenance, repairs, restoration, or other improvements to any condo at Terrace Park East YOU must comply with the following rules and regulations which are STRICTLY ENFORCED. VIOLATING THESE POLICIES WILL RESULT IN SIGNIFICANT COSTS OF REPAIRS, FINES, and ADMINISTRATIVE FEES.

- 1. WORK HOURS are strictly enforced NO WORK ON SUNDAY (period)**
Monday thru Friday, 8:30 am to 4:30 pm. Saturday, 10 am to 4:30 pm.
- 2. NO SMOKING or VAPING and no using SMOKELESS TOBACCO or DIPPING SNUFF anywhere inside the Terrace Park East buildings and pool courtyard.**
- 3. NO BUILDING MATERIALS, TOOLS, OR EQUIPMENT** will be stored in the public hallways/lobbies. When cutting lumber/drywall/pipe, cut it in the parking lot or your working unit.
- 4. PATIO IS OFF LIMIT:** Do not store equipment/tools, and no cutting building materials on the patio.
- 5. TRASH CHUTES** are not to be used for building materials. Bring your own construction bags to pack the materials and debris and take the construction bags with you.
- 6. PLUMBERS: If you need the water shut off,** you must have all the replacement plumbing materials in the unit. You will give TPE a two-hour notice before the water shuts off. **Except for emergencies, water shut-off is limited to 30 minutes between 10 am to 2 pm Monday through Friday.**
- 7. The OWNER you are WORKING for is 100% RESPONSIBLE** for any damages to the public/common area halls, doors, walls, ceiling tiles, light fixtures, hall windows, and floor covering, including leaving traces of building debris, drywall dust or sawdust in the public halls and floors.
- 8. The TPE staff will repair damages and clean up all drywall/construction debris and sawdust. All labor and material will be charged back to the OWNER, plus a 25% administrative fee payable to TPE. Expect the Owner you work for to deduct the fines and fees from what your Owner owes you.**
- 9. When you damage one or more elevators, TK ELEVATOR will repair the damage to the elevators. The OWNER you work for will pay TKE \$350/hr. labor cost plus the cost of materials and a 25% administrative fee payable to Terrace Park East. Expect the Owner to deduct the fines and fees from what your Owner owes you.**

When you remove, unscrew, or cover the smoke/fire alarms attached to the ceilings in the halls and lobby, it sends a signal to the fire service monitoring board and TPE Mgmt. cell phone. For this action, the OWNER you work for will be fined \$500 to cover the cost of recalibrating the fire/smoke alarm system. Expect the Owner to deduct the fines from what your Owner owes you.

When you set off the FIRE/SMOKE ALARM by sawing or sanding lumber/drywall in the public halls, you will create dust that will set off the smoke/fire alarms. For this, the Owner you work for will be fined \$500. Expect the Owner to deduct the fines from what your Owner owes you.

YOUR Contact: TPE Maintenance Chief & WATER SHUT OFF: Ben Massey 304-419-8832
TPE Office: Melissa 304-590-1292 Bill 304-550-1000

The minimum fine for violating any contractor's rules is \$500 per incident. Plus, the cost of labor and material to repair what is damaged, plus a 25% administrative fee to TPE.

Independent Contractor Signature and Date

Effective Date: April 3, 2023

Contractor Information

Your Name _____

Company Name _____

Your Address _____

Mobile _____

Email _____

Unit Number where working _____ Owner of Unit _____

List the Scopes of Work _____

Number of days to complete the scope of work above _____

Independent Contractor Signature and Date

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Terrace Park East

What happens when a TPE Owner who hired the contractor fails to pay fines and fees for violations of the "Contractors Rules and Regulations?"

Terrace Park East Staff or TK Elevator will make the necessary repairs, clean up, and invoice the Owner with five days to pay the debts in full.

If the fine(s) and or fee(s) have not been paid in full in five days under the authority of the Uniform Common Interest Ownership ACT as West Virginia Code § 36B-1-101 et seq of the Declaration for the Condominium, the Bylaws for the Condominium, corporate action by the Executive Board of the Terrace Park East Homeowners Association and West Virginia Code §36B-3-116 will file a lien will be filed against the Owner's unit.

Under the Uniform Common Interest Ownership Act, Terrace Park East has an automatic "Statutory Lien" on the Owner's unit for penalties and fines relating to the "Contractors Rules and Regulations," along with legal fees, court costs, etc.

Foreclosure: When a unit owner fails to pay their delinquent debts within (120) days of the due date, the Executive Board has the legal authority to commence foreclosure proceedings against the unit owner, which will compound the legal fees and court costs.