

Lehigh Riverport Condominium Association Contractor Etiquette

SERVICES ON BEHALF OF OWNER NAME _____ **At CONDOMINIUM #** _____

By CONTRACTOR COMPANY NAME, CONTACT NAME & PHONE# _____

EXPECTED DATES OF SERVICE BEGINNING (date & time) _____ **THROUGH** _____

Lehigh Riverport Condominium Association is a residential community with common hallways and courtyards impacting multiple homes. Please consider using only properly insured contractors who respect the neighbors' right to quiet enjoyment, as noise can travel unexpectedly creating a disturbance to others. Condominium owners are responsible for all actions and damages on behalf of their tenants, guests and contractors, and therefore are held responsible to the Association for any charges deemed necessary for repairs, restoration, violations, damages, stains, debris, and/or liquids that their contractor causes in common areas. Additional items listed below may assist in maximizing satisfaction for all involved during the performance of services.

- A maximum of one (1) contractor vehicle will be in the 15 minute/contractor Atrium parking spaces on the date(s) of service and parking is first come first served.
- All contractor vehicles must be properly parked between the lines provided, careful not to be blocking the fence gate, and closed/locked when not attended.
- The cellphone number and unit number in which the contractor is working must be placed on the dashboard of the vehicle parked in the 15 minute/contractor Atrium parking space and clearly readable from the exterior of the vehicle. Contractors must refrain from smoking or vehicle idling in the Atrium 15 min/contractor area.
- Vehicles over 80" must exit the same way down the ramp they came in, smaller vehicles under 80" must drive through the garage exit.
- Atrium parking and common areas in building (hallways, stairs, courtyards, etc.) are not to be used for storage of an appliances, equipment, debris or supplies at any time.
- All appliances, equipment and supplies should be brought into the building via the push door accessible only on the Courtyard side of the fence between the Atrium and Courtyard #1, and not through the lobby.
- The residential trash rooms and courtesy cans are not to be used by contractors for packaging, waste or debris.
- Work requiring what may cause a noise disturbance (saws, drills, etc.) must be planned to occur only between 8 am and 6 pm daily.
- Restroom access cannot be provided by the Association or Management.
- If pipe soldering is necessary, it is the responsibility of the owner to ensure their contractor covers the smoke detector inside the unit to avoid setting it off and does not open the door to the hallway until all fumes have sufficiently cleared to avoid setting off the building fire alarm. Note also that visible dust from drywall/floor sanding, spray painting, etc. can also set off the smoke alarm.
- Should any contractor accidentally set off the LRCA building's fire alarm, the owner of the condominium in which they were working will incur an automatic \$200 charge.
- If HVAC contractors must access the roof, the condominium key and combination will be needed. The condominium key will be used to access the closest 3rd floor storage room (3-1, 3-2, or 3-3 – the maximum roof equipment access is available in 3-2 or 3-3 of 30"X30") and obtain the combination to the roof hatch lock from Management. When the correct combination has been dialed into the roof hatch lock, the user must squeeze the lock from top to bottom to release the shackle and open the hatch to the roof. This must be closed and secured when the contractor has completed their work. **DO NOT LEAVE THE HATCH OPEN UNATTENDED IF RAIN IS FORECASTED OR OCCURRING.**

By signing below, I confirm that I have read and agree to abide by the instructions provided.

Signature

Printed name

Date

Submit completed forms to the Management Office located in the lobby & under the office door delivery after hours is acceptable.