

# Contractor & Subcontractor Guidelines

The CHOA and all of the homeowners at Chinquapin wish to have a positive and professional relationship with contractors working in the CHOA community. It is of the utmost importance that **contractors, subcontractors, and their employees** conduct their respective work with the least amount of impact to Homeowners and renters at Chinquapin. With that in mind we ask that common sense be used at all times when planning and working at Chinquapin and in addition the following specific rules and regulations be adhered to. All contractors and their subcontractors should be familiar with these Guidelines which are available for viewing on the CHOA website at [www.chinquapinha.com](http://www.chinquapinha.com).

1. Contractors & Subcontractors must be licensed in the State of California.
2. General Contractors work hours January – December, excluding July and August: **Monday through Friday from 8am to 5pm excluding national holidays**. Quiet interior work is permitted outside above limitations provided such enterprise produces no noise, smell, or vibration detectable outside the Unit in which the work is being done.
3. General Contractor work in July and August: Work is permitted **Monday – Friday from 8am to 5 pm excluding national holidays**. No work is permitted on Saturday or Sunday unless approved by CHOA representatives and the work should be related to emergency or necessary work. All work during July and August shall be quiet interior work that produces no noise, smell, or vibration detectable outside the Unit in which the work is being done.
4. Contractor Parking: Contractors shall park in the space allotted for the specific unit the work is being conducted on. During non -peak season the contractor and sub-contractors shall limit vehicles to allow all CHOA members parking space close to their units. Additional vehicles shall be parked in over flow parking at Chinquapin. During peak season July-September and holiday periods, parking is limited to the allocated space(s) for the unit being worked on. Additional vehicles may need to be parked offsite should space not be available in overflow parking areas. CHOA representatives will make the determination of parking availability.
5. Contractors may not bring dogs on the property.
6. Contractors and subcontractors must provide Chinquapin's maintenance company proof of liability, property damage, automobile, and workers compensation insurance. The limits for liability insurance must be a minimum of \$1,000,000 with the owner of the property and CHOA being named as additionally insured. Contractors and subcontractors will indemnify the CHOA for any wage claims by their employees.
7. Exterior storage units for equipment, furniture, appliances, etc. are not allowed.
8. Contractors will be issued date specific parking placards and gate code.
9. The Placer County Building Permit must be prominently displayed at the work site.
10. CHOA Contractor Guidelines will be prominently displayed at the work site.
11. All debris and materials to be disposed of must be housed in a dumpster, a self-contained trailer or other appropriate disposal vehicle. Dumpsters and other disposal vehicles shall be staged in the unit's designated parking space or a space approved by the CHOA and will not be allowed on CHOA property over weekends. Contractor to designate area for disposal of cigarette butts.
12. The speed limit in Chinquapin is 15 miles per hours. At no time shall any vehicles exceed this speed limit and travel should be less than this speed if pedestrians are present.
13. All contractors and contractor's employees shall represent a professional image. This includes wearing shirts and shoes at all times.
14. Contractor's vehicles shall not remain onsite overnight. Any and all exceptions to this rule must be approved ahead of time by a CHOA representative.
15. Parking of vehicles shall be in the designated spots for the unit(s) being worked on. All vehicles must remain on the pavement. Parking off pavement is not allowed and vehicles shall not block walk ways or they will be subject to towing.
16. Contractor's work area shall be cleaned up at the end of each work day. Storage of materials is not allowed in unapproved areas.
17. No contractor debris is to be placed in H/Os steel garbage compounds.
18. Radios and boom boxes are not allowed outside of the units nor heard outside of the units.

19. Contractors and their sub-contractors are responsible for any damages to the common CHOA property as a result of the project, therefore all contractors will pay a "Construction Fee" for ELECTIVE external and internal remodels, per the following schedule:
  - a. Projects under \$25,000 – no fee.
  - b. Projects between \$25,000 and \$150,000 – fee of \$1,500.
  - c. Projects over \$150,000 – fee of \$3,000.
  - d. \$500 fee refund upon satisfactory cleanup of the project.
20. Any infractions from these Contractor & Subcontractor Guidelines will, first result in a disciplinary warning and, second a fine of \$100.00, per incident thereafter, which will be deducted from the refund indicated in "d" above.
21. Contractor must complete attached "Contractor Fee Form" and return to the ARC.

I have read, understand, and acknowledge the rules and regulations for CHOA and will at all times abide by them during my work on CHOA property.

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Company

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Representative

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Date