



# mill harbour

## CONDOMINIUM

# Contractor Policy

Effective as of : October 24<sup>th</sup>, 2024

## 1. Introduction

Mill Harbour has 86 residential units, all of which have common elements or association responsibilities. Recently, we have had many new contractors or owners start doing work on the property, our goal is to clearly communicate expectations and help avoid issues which may have unintended consequences.

## 2. Checking In

All Contractors must check-in with the acting property manager before beginning work in any unit. They must provide their contact information, what unit(s) they are working in, and what the project is that they will be working on. At the managers' discretion, they may themselves or have a maintenance staff person review the job site with you to point out common elements which cannot be modified, association responsibilities, etc.

Mill Harbour Condominium Owners Association is Private Property. We reserve the absolute right to trespass anyone who is not a legal tenant or owner. Everyone who is not a tenant, owner, Emergency Services, or business partner is considered a guest. The association's interests absolutely supersede that of any individual with a legal right to use the property. The association will not be held liable for work being delayed or contracts being defaulted on due to actions taken by the association to protect the community.

- Contractors who have received three warnings may be trespassed from the property.
- Contractors who fail to conduct themselves in a professional courteous manner or who are unsafe may be trespassed from the property.
- Contractors with a known conflict of interest between owners of Mill Harbour or the Association may be trespassed from the property. This standard practice helps prevent further escalation and protects both parties.
- Only the Board of Directors may rescind a trespass order that was requested by the Association as the Board is the governing body for the association. Please note, we will not call an emergency meeting for this, it will be treated as standard business and handled accordingly in regularly scheduled meetings. Expect a long-turn around, this is how the Board is designed to operate.
- The Manager will maintain a list of people/companies not allowed to work on or visit Mill Harbour property. Again, individual owners cannot supersede this as the Association's

interests must come before any owner's and no one can visit or work without using common elements.

- Please note, Mill Harbour Condominiums will prosecute everything to the fullest extent of the law to protect its interests.

### 3. Common Elements

- Roof
- Original Concrete Ceilings
- Bathroom Vents (these are common and shared from first to third floor)
- Piping or wiring in the walls
- Main electric breaker for the unit (located in some first floor stairwell landings)
- Wooden Entry Doors / Frames (these can be painted one of seven colors)
- Original drains on Galleries
- Sidewalks, laundry, pool, restaurant, gardens, pump rooms, shops, etc.
- Exterior Building Walls
- Laundry, Pool, Pool/Restaurant Bathrooms, Restaurant, Parking Lot, and Garbage Dumpsters

### 4. Known Hazards

Please assume all walls and ceilings have asbestos. Grinding walls down or creating an extraordinary amount of fine dust (more than drilling or common construction projects) is not recommended and may result in fines or being trespassed from the property on behalf of the Association.

### 5. Keeping Stairwells, Sidewalks, and Common Areas Clean

**All walkways will be kept clear of obstructions.** This is a fire safety and emergency response requirement. In the event we have an emergency, we will not be waiting for someone to clear obstructions or to take action; no regard will be given for any property that is obstructing emergency services.

**Large Deliveries of Materials** must be coordinated with Mill Harbour's Manager. You may not just randomly pick a parking spot and use it for extended periods of time. Parking on property is extremely limited and placing trailers in some locations creates issues.

### 6. Construction Debris / Garbage

Mill Harbour garbage dumpsters are for household garbage only. Contractors are not permitted to dispose of construction or remodel debris in our garbage bins. Additionally, large appliances may not be disposed of in or near our dumpsters. The company that tips our dumpsters uses a garbage truck with a compactor. Owners who authorized work will be billed for the tipping fees for the dumpster as well as any additional charges the Association incurs due to contractors

abusing our garbage collection service. If you have any questions, please ask the manager prior to using our garbage collection receptacles.

## 7. Official Stance on Contractors, Payments, and Disputes

Mill Harbour's stance is that work authorized by owners is completely between those persons who are parties to the contract. If the association is not party to the contract then we will not involve ourselves outside of Common Areas, Common Elements, Community Safety, Community Security, and enforcing established Policies / Standards.

Mill Harbour does not recommend contractors in an official capacity.

- Mill Harbour will not take any action or pay anything unless the Board of Directors approves and the Association is party to the contract.
- Do not assume any money managed by the Association will be paid by the Association until you have an agreement in writing, this includes FEMA or other insurance funds.
- Owners approving work are 100% liable for the payment of that work, the Board of Directors may speak on behalf of the Association or enter into agreements requiring association funds.
- The association will not involve itself in disputes that do not concern the association's common areas, common elements, or community safety and security. Owner's must handle and deal with their own issues, buyer beware; this is not the association's business.
- Owners will be held liable for damages caused to other units or common elements due to work they contract.

## 8. Strong Recommendations

1. For electrical and plumbing, use a licensed, bonded, and insured professional. Keep records and receipts of work done to help limit your liability.
2. Owners and contractors are encouraged to do your due diligence. The Board / Association will not get involved if we are not party to the contract.
3. Have your agreement and contract in writing, avoid verbal contracts.
  - a. Be detailed and set expectations to benefit both parties.
4. If you don't know, ask, maintenance will be happy to take a quick look or help provide general information.
  - a. We will not involve ourselves in contractor business, discuss owner's business, discuss irrelevant history of the unit, or discuss Mill Harbour business that does not pertain to the work at hand.
5. For Air Conditioner or select other types of work, we may have another policy, please familiarize yourself with those policies when applicable.
6. Insurance agents / adjusters cannot alter a contract you agreed to. If work was authorized, then the bill is going to be coming due regardless of insurance monies or

other unexpected circumstances. Ensuring proper funding is absolutely each customer's responsibility.

## 9. Known Problems After Project Completion

1. If replacing showers, you need to install a catchment pan. Do not just install tile over the concrete, water will leak, damage rebar, and cause damage to the unit below.
2. Using incorrect toilet seals. Given concrete and tile, taller toilet seals need to be used or the toilet will leak and damage the unit below. This is absolutely a health and safety concern.
3. Electrical Breaker Boxes not being installed to code. Your breaker box should not have all 20 or 30 amp breakers. We highly recommend you have a professional (licenced) electrician replace or service your fuse box. Note, we have aluminum wire rated at 100 Amps coming from the main breaker to your fuse box.
4. Tying laundry dryer vent to common bathroom fan vent. This is a health hazard that impacts other units. Owners / Contractors may replace a vent fan but may not alter the common venting ducts in any way shape or form. Doing so will result in the work being reverted at the owner's expense, a fine being assessed by the Board of Directors against the owner, and a warning being issued to the contractor.
5. Extending Galleries or Servicing Galleries that have already been extended. Despite certain owner's claims, the only extended galleries that do not have issues are constructed purely of concrete and rebar. Wood with a thin layer of concrete and tile does not work and will absolutely result in leaks (if not on the floor, then at the seams where walls meet). No new galleries may be extended without approval from the Board of Directors. Given the time and resources wasted annually to substandard work, we will not be approving anything without review of a structural engineer, and even then we are only likely to approve a Concrete installation vs more affordable options.
6. No electrical conduit to pull new electric lines. Some floors have electric wires pulled directly in concrete. Please take this into consideration when replacing switches and receipts.
7. Wrong PVC Glue being used on water pipes. CPVC Glue must be used with CPVC Pipe. This leads to rebar rusting and expanding which breaks concrete and/or leaks which impact other units.
8. Incorrect patching of spalling. Properly fixing damaged concrete is a multi-step process that must be followed:
  - a. Remove loose or damaged concrete
  - b. Remove rust from rebar
  - c. Remove dust from concrete / rust that has been removed
  - d. Treat rebar with anti rusting agent
  - e. Treat concrete with adhesive agent
  - f. Fill void with concrete applying pressure to ensure no air pockets
  - g. Curing time
  - h. Finishing with texture, primer, and paint