

# Rules and Regulations for Owners and Contractors

Updated 7/5/21

Before any Electrical, Plumbing or Renovation work is to begin the following guidelines must be followed by the owner and/or contractor.

1. A plan of action/renovation plans must be submitted to the HOA Designate.
2. All proper and applicable permits must be filed with the City of Atlanta, and copies of these filings supplied to the HOA Designate.
3. All owners and contractors must read and initial Rules and Regulations for Owners and Contractors, in addition to the fully executed Owners and Contractors Information Form.
4. All electrical or plumbing work should be completed by an HOA approved contractor, as well as any HVAC work and moving of walls.
5. WORK HOURS - Contractor may work in the building Monday – Friday between 8:30am and 5:30pm. Owners will be fined if contractors start work before 8:30am or continue to work past 5:30pm. Contractors should not be onsite before 8:15am Monday – Friday. Tradesmen Contractors may not work in the building on the weekend (Saturday and Sunday) or on National Holidays (New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas). Minimum \$150 fine.
6. Vehicles cannot block handicapped access. Owner or Contractor is responsible to make arrangements for parking.
7. Doors cannot be propped open unattended.
8. All carts, buggies, etc. owned by The Landmark Condominiums are not to be used by contractors. Contractors must provide their own dollies, etc.
9. Contractors must use #3 elevator unless it is locked off for an owner moving. Protective wall curtain and floor mat must be used. The HOA Designate will make the final decision depending on the job. All carts and dollies must use the #3 elevator only.
10. No construction debris may be placed in the trash chutes or dumpster. All debris must be removed by the owner or contractor and taken away from The Landmark Condominiums. Violation of trash removal policy is a minimum fine of \$150 to the owner.
11. Contractors and/or owners are responsible for keeping the hallways and elevators cleaned and vacuumed at the end of each workday. Layout boards, tarps, etc. should be used as needed to protect the floors and walls. If The Landmark Condominium Staff has to clean up after the contractors, the unit owner will be charged a minimum of \$150.

Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

## Additional Information Regarding Renovations

1. All renovations should be approved/reviewed by the HOA Designate, this includes but not limited to:  
Bathrooms, Kitchens, and Openings in any walls
2. Included in the proposal; (a) Intended changes, (b) timeline for completion, (c) Contractor information.
3. All necessary permits related to electrical, plumbing, or major structural changes should be posted as per city requirements. They must be acquired from the City of Atlanta Building and Permits department before work starts.
4. Any of these violations will carry a \$150.00 fine, and the requirement that are violated must be resolved before work can commence. The Landmark Condominiums will report violations to the City Building and Permits Department. Any citation received by The Landmark due to contractor error will result in said contractor being suspended from work at the Landmark.
5. Any trash left on the loading dock will be fined \$150 compounded daily until trash is removed.
6. Any contractors' actions that cause The Landmark Condominiums to be cited or fined by the City of Atlanta, Fulton County of the State of Georgia will be suspended from working at The Landmark Condominiums.

THE UNIT OWNER WILL FACE SUBSTANTIAL FINES IF THESE GUIDELINES ARE NOT FOLLOWED.

Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_