



Unit Renovations Proposal

Name: _____ Unit Number: _____ Today's Date _____

→ The Unit Owner shall inform the community manager at least (7) days prior to the start of demolition, including the timing and duration of the work, such that management may inform all nearby unit occupants. Failure to inform management will result in a \$250.00 fine. No warning will be issued.

Contractor Name: _____ Contractor Phone: _____

Contractor will need access to: Electric Plumbing Walls, Floors or Ceiling

Will this work require a building system shutdown? Yes No

If yes, what type Electric Water Gas Other _____

Proposed Construction Start and Completion Dates: _____

Description of Proposed Modification:

Expected Trash and Debris: Contractor is providing trash removal for this project

By the Board of Directors:

Approved Denied

By: _____ Date: _____



Construction / Contractor Rules and Regulations

Per the Condominium Executive Board, anyone performing construction or remodeling work in a Unit are permitted to work only between the hours of 8AM to 6PM Monday through Friday and 9AM to 5PM Saturday. *The schedule shall be composed so that all demolition or removal of walls, ceilings, counters, cabinets and floors, and all removal of debris from the unit shall occur ONLY on Monday through Friday from 10AM to 4PM during the initial days of the alteration.*

In addition, Unit Owners are to supply the Condominium Board with a completed Unit Renovations Proposal, plans, drawings and any other documentation as required. Unit owners are also responsible to supply the management office with a proper Certificate of Insurance from their contractor, naming Pier 3 Condominium Association as an "Additional Insured." (see attached for specifics)

Contractors are to sign in and out at the Front Desk.

Contractors may enter the building at 7:30AM for the purpose of bringing materials, tools or equipment to the Unit. Work is NOT to begin until 8AM.

Contractors are responsible to remove all of their trash and debris from the property. Tools, equipment, trash or debris shall never be stored or left in the Common Elements at any time.

As a Unit Owner, you are responsible for the actions of your contractor, workman or installer. All rules, regulations and policies in the condominium documents, including the attached Unit Alteration Policy REV 31OCT2023 are to be adhered to.

Any charges incurred by the Association due to any act or neglect will be levied against your unit. In addition to these charges, a fine of \$250.00/day will be charged to the Unit Owner's account for non-compliance with all rules, regulations and policies in the condominium documents, including the attached Unit Alteration Policy REV 31OCT2023.

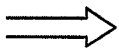
The Unit Renovation Proposal must be submitted at least thirty (30) days prior to any start of work.

CONTRACTORS WILL NOT BE PERMITTED ACCESS TO THE PROPERTY UNLESS THE UNIT RENOVATION PROPOSAL AND THE CERTIFICATE OF INSURANCE HAVE BEEN RECEIVED AND APPROVED.

PIER 3 CONDOMINIUM ASSOCIATION

CONTRACTOR & VENDOR CONDUCT

- 1) Moving Companies, Resident Self-Moves, and Delivery vendors may perform the services they were engaged for *Monday through Friday during the hours of 9:00AM to 5:00PM and Saturdays from 9:00AM to 1:00PM*. NO MOVES OR DELIVERIES ON SUNDAYS OR LEGAL HOLIDAYS.
- 2) Contractors may perform the service they were engaged for *Monday through Friday during the hours of 8:00AM to 6:00PM and Saturdays 9:00AM to 5:00PM*. NO CONTRACTOR WORK MAY BE PERFORMED ON SUNDAYS OR LEGAL HOLIDAYS, unless emergency (see #5 below)
- 3) Moving vans must be parked on the street and may not back up to the loading fence.
- 4) A Pier 3 attendant will be assigned to the move process and will oversee the operation to ensure you have access to the areas needed as well as to enforce compliance with the Association's Regulations.
- 5) Contractors may work on weekends only in the case of an emergency. Neighbors residing in the units adjacent to the home where the emergency service is being performed must receive notice, in writing, from the Homeowner for whom the service is being performed. The Management Office must be notified of emergency service. If the emergency occurs after regular business hours, the Homeowner is asked to call the Front Desk at 215-351-4040.
- 6) Contractors and vendors must park in designated parking spaces. Trucks, vans and heavy equipment may not be parked on sidewalks or in fire lanes or handicapped parking or access areas. Hand trucks must be operated with care in all building interiors.
- 7) Contractor **may not** dispose of any construction material, carpeting, appliances, plumbing fixtures, packing materials, etc. in the community dumpster enclosure area. All such materials are to be removed from the Community.
- 8) Moving company technicians may not leave property unattended on the elevator or in front of any elevator. Caution must be used when moving large articles so as not to damage surrounding areas. If, in the course of moving, a Common Area is damaged, please submit this information to the Pier 3 Attendant assigned to your move.
- 9) A fine of \$250.00/day will be charged to the Homeowner's account for contractors/movers that are engaged by the Pier 3 Homeowner and who are in violation of any of the aforementioned regulations and/or the Unit Alteration Policy REV 31OCT2023 (attached.)



I acknowledge receipt of and have read the regulations noted above, including the attached Unit Alteration Policy REV 31OCT2023.

Signature

Date

Proof of Insurance provided _____

Unit # _____ Service performed: _____

Vendor/Contractor Business Name: _____

UNIT ALTERATION POLICY

1. Scope of This Policy

A unit alteration shall be any physical change to an existing condominium unit and/or adjoining common area that includes any modification to the walls or ceilings or floors or appliances or plumbing or plumbing fixtures or ductwork or electrical wiring or permanently installed lighting fixtures or switches or receptacles. Painting or patching of existing finishes and minor repairs to existing mechanical, electrical and plumbing systems shall not be considered an alteration.

2. General Restrictions

All unit alteration projects shall be executed in full compliance with the current issue of the Pier 3 Rules & Regulations and the Pier 3 Construction/Contractor Rules & Regulations. The following components of Pier 3 shall not be adversely affected by any unit alteration project:

- a. The structural integrity and the load-bearing strength of any part of the building and pier,
- b. All mechanical and electrical systems,
- c. The fire retardant and sound absorbent performance of the pier and building construction,
- d. Full compliance of Pier 3 with all applicable law, ordinance, governmental rules, regulations, or orders

3. Review Procedures

The owner of the unit to be altered must submit the following to the Condominium Board of Directors for approval at least 30 days prior to the proposed start of any alteration project.

- a. Documentation (narratives, sketched layouts, catalog cuts, photographs, etc.) sufficient to describe the scope and design intent of the alteration.
- b. Documented proof that the alteration complies with all applicable codes and standards and permitting requirements.
- c. A written construction schedule listing dates and times for the work included in the alteration. The schedule shall be composed so that all demolition or removal of walls, ceilings, counters, cabinets and floors, and all removal of debris from the unit, shall occur only on Monday through Friday from 10:00 AM to 4:00 PM during the initial days of the alteration.

The unit owner shall inform the community manager at least 7 days prior to the start of demolition, including the timing and duration of the work, such that management may inform all nearby unit occupants. Failure to inform management will result in a \$250.00 fine. No warning will be issued.

- d. Written statement by the unit owner agreeing to complete the alteration project according to the approved plans and details, and according to the approved schedule, and to complete the entire project at their own expense.
 - e. Written statement agreeing to provide daily clean-up of common areas affected by the alteration work. This includes any elevators or pathways used by the workers. Pier 3 management may permit the use of Pier 3 maintenance staff for this clean-up, but the unit owner must pay all additional staff costs. The unit owner must "leave no trace" of their project in the common area.
4. Any non-compliance with these requirements by the unit owner or their contractors will result in a fine to the unit owner of \$250 per day for each day that the non-compliance is uncorrected.



CERTIFICATE OF INSURANCE REQUIREMENTS

To Whom It May Concern:

Prior to any construction work being performed in a unit, a current Certificate of Insurance must be supplied to the management office. We require this certificate to specify:

- **Additional Insured - Pier 3 Condominium Association & First Service Residential-MidAtlantic**
- **Current coverages, policy numbers, expiration dates, and limits**
- **Workmen's Compensation Policy – Statutory Limits**
- **Comprehensive General Liability - \$1,000,000 Coverage**

Please ask your insurance agent or authorized representative to show the following information in the Certificate Holder area:

**Pier 3 Condominium
Association c/o FirstService
Residential
Attn: Management Office
3 N. Columbus Boulevard
Philadelphia, PA 19106**

To expedite this process, please email the Certificate of Insurance to Community Association Manager: cathy.proctor@fsresidential.com

Questions/Concerns? Call the management office: 215-351-4003. Thank you for your cooperation!

Sincerely,
Pier 3 Condominium Association