

Le Roc Fleuri

CONDOMINIUMS

August 2014

CONTRACTORS RULES & REGULATIONS

The following information describes and explains the Contractor Rules and Regulations. These regulations apply to all owners, lessees, designers, contractors, subcontractors and their employees.

The Owner is fully responsible to ensure that all parties involved in any work conducted in his/her Unit are provided with a copy of these Contractor Rules and Regulations and that the contractor understands that his workers must strictly comply with these Rules and Regulations. Upon approval by the Administration of the work requested by the owner of unit, the Administration shall provide sufficient copies of these Contractor Rules and Regulation to the Unit Owner for distribution to each of its contractors.

Please note that core drilling of the floor or ceiling slab are strictly prohibited without the express written consent of the Administration. Please see the Administration Office for further information.

Failure to abide by the following requirements and procedures could lead to the expulsion of those hired from working on the property.

OWNER REQUIREMENTS PRIOR TO STARTING WORK

If required by the City of Montréal or by the Province of Québec and all permits and a Notice of Commencement must be properly filed with the local recorders before work on the Owner's construction project may commence. Copies of all permits, plans and notices must be supplied to the Administration prior to commencement of work. If work is of minor nature not requiring permits, a letter to the Administration, explaining the work must be submitted prior to the commencement of any work in the Unit and such work must be approved by the Administration.

According to the Declaration of the Co Owners of Le Roc Fleuri, its the Board of Directors and the Administration, have the power to establish reasonable rules and regulations relative to the use of private spaces (condo unit).

The owner of the unit recognizes and accepts that the approval of the Administration for the requested work cannot be considered in any way an acceptance of any responsibility towards conformity of the plans, the estimate and/or code of current laws.

The Administration shall have the right to immediately shut down the Unit Owner's construction work for failure of the Unit Owner and/or its contractors to comply with these Contractor Rules and Regulations, with all costs associated with the shutdown to be borne by the Unit Owner. The Administration shall have the authority to designate and/or increase the trash removal/cleanup fee at any time, in its sole discretion, due to the type, size or scope of work of the Unit Owner's project and the resulting trash removal/cleanup costs. Daily cleanup is required by the Owner's Contractor to ensure that no safety or fire hazard exists in a Unit. Special attention must be placed on any materials such as oily rags and flammable liquids that could ignite through spontaneous combustion. No materials, debris, trash or scrap out is to be allowed in or left in Common Areas. Any special requirements for temporary storage of materials must be coordinated and approved by the Administration. The Unit Owner's contractors shall remove all trash, debris, hazardous and scrap material from the Unit at the end of each workday.

THE BUILDING GARBAGE CHUTE (S) AND/OR CONTAINERS SHALL NOT BE USED BY THE CONTRACTOR OR UNIT OWNER FOR DISCARDING OF CONSTRUCTION DEBRIS (INCLUDING CARPETING, BOXES, TILE, WOOD, CEMENT, ETC...). VIOLATION OF THIS RULE WILL RESULT IN THE UNIT OWNER'S CONSTRUCTION PROJECT BEING SHUT DOWN BY THE ADMINISTRATION AND FEES ASSOCIATED WITH THE DISPOSAL OF THE DEBRIS CHARGED TO THE OWNER.

1. APPLICATION FORM AND APPROVAL

An "ARCHITECTURAL MODIFICATION APPLICATION FORM" must be filled out by the Unit Owner, submitted to the Administration and, in the case of Architectural Modifications, approved prior to any work commencing. Copies of all drawings, licenses and insurances must be submitted at the time of the application. After Administration approval and prior to commencement of work the Unit owner must supply the Administration with a copy of the permit and any notice filed with the City/Province. All submitted paperwork becomes part of the owner's Unit File.

The construction plan or request to perform work shall include the following:

- a) Plans and specifications for all work to be performed; if plans or permit are not required, a letter outlining the work to be performed and the Unit Authorization Form (list of contractors) must be completed.
- b) Anticipated commencement date;
- c) Anticipated completion date;
- d) Anticipated delivery schedule;
- e) If applicable, engineering report confirming review of structural load;
- f) List of all contractors, contractor/subcontractor employees, subcontractors with. Supervisory personnel and contact telephone numbers;
- g) Licenses (CCQ and RBQ) and Certificate(s) of insurance from all Contractors involved;
- h) Building Permit Applications are required by the City. A Modifications Authorization Form may be submitted to the Board of Directors prior to receipt of the Building Permit.

It is imperative for the Unit Owner to review the Declaration of Condominium for further clarification of improvement restrictions as they apply to the building interior or exterior and how this may affect your planned modifications.

2. SITE ACCESS & PARKING

Contractors shall off-load working materials and equipment in the Receiving Area and immediately park where the security instructs them to (according to availability and fire lane safety). Street parking is an available option. All materials and equipment must be transported to the Unit of work immediately. Material **MUST** be attended at all times. No storage is allowed in or on any of the common areas of the property. Parking in the garage by contractors or workman is prohibited unless authorized by security.

3. CONSTRUCTION MATERIAL DELIVERIES AND ELEVATORS

Delivery hours are Monday to Friday, 8:00 a.m. to 4:00 p.m. with a prior minimum notice of 24 hours to the security or administration, Work and deliveries are not permitted during the holidays. Deliveries shall be taken directly to the unit using the freight elevator only and must be accepted by the Unit Owner or their representative. Should these rules not be respected, the administration has the right to refuse the use of the freight. Neither the Administration, nor its employees, may sign for construction materials. **DO NOT** leave material, tools or equipment unattended. The Administration is not responsible for loss or theft.

NO WEEKEND, HOLIDAY, OR EVENING (AFTER 4 P.M.) CONSTRUCTION DELIVERIES ARE PERMITTED WITHOUT PRIOR WRITTEN CONSENT OF THE PROPERTY MANAGER.

4. RESTROOM FACILITIES

Unit Owner contractors and/or their employees may only use the restrooms located in the Unit in which they are working. Use of the building's Common Area restrooms is prohibited.

5. WATER SHUTDOWNS

The Unit Owner must advise the Administration Office a minimum of one (1) week in advance to schedule work.

6. PERMITS

The City of Montreal requires permits for certain work performed in the Units. In most cases separate permits or riders for different types of work, are required. Failure to comply can result in fining by the City, Province and Administration, as well as the postponement of work.

NO workmen will be permitted access, make deliveries of materials, or commence work in the unit, without providing the Administration with a copy of the permit, Certificate of Insurance, as well as displaying the permit on the unit door.

Applications for building permits may be obtained from the City of Montreal Building Department, Monday through Friday, from 8:30 AM to 4:00 PM

Permitting is required when making any improvements involving plumbing, electrical and structural modifications.

7. LICENSE AND PROOF OF INSURANCE

All contractors must provide a copy of any required licensing and a Certificate of Insurance, naming Le Roc Fleuri Condominium, as the additional insured and Certificate Holder, to Le Roc Fleuri Condominium Administration Office prior to commencement of work.

Prior to commencement of the Unit owner's construction project, the Unit owner shall ensure that all of their contractors have in force and have agreed to continuously carry during the period of construction, comprehensive general liability insurance with Contractor General Liability coverage in the minimum amount of **One Million Dollars** (\$1,000,000.00), as well as any other insurance required by Law. The comprehensive general liability insurance policy and the comprehensive liability shall each name Le Roc Fleuri and the Unit Owner as additional insured as their interest appear.

All of the Unit Owner's contractors shall furnish to the Administration written proof of the insurance coverage in the form of insurance certificates in a form satisfactory to the Administration. A minimum of 30 days "Notice of Cancellation" to the Administration is required and this shall be set forth in the certificate.

In the event that any of the Unit Owner's contractors fail to have, at the time of the commencement of construction and continuously carry during the course of the performance of their work at the Condominium Premises, the insurance hereon provided, and should damage, loss, personal injury or death occur, which would have been covered by said insurance, the Unit Owner shall be deemed liable to the Administration for any losses or damages which the Administration incurs by reason of the failure of the Unit Owner's contractors to have the required insurance in place.

8. LIENS

The Unit Owner hereby agrees to prevent any liens for work done or materials rendered by its contractors to register to the Unit Owner's Unit, or any other units at Le Roc Fleuri Condominium, or to any other part of the Condominium Premises. The Unit Owner agrees to defend, indemnify and hold the Administration and other Condominium Unit Owners harmless from any and all liens or claims filed or made by any of its contractors or their subcontractors, vendors or employees on account of any alleged nonpayment for labor, materials or services rendered or performed as part of the contractor's work. If any such lien is filed, the Unit Owner shall promptly discharge or remove any such lien or claim by bonding or payment.

9. CONTRACTORS ACKNOWLEDGEMENT

Prior to the commencement of work and as a condition of allowing each Unit owner to commence construction work on their Unit, the Unit owner shall be responsible for providing a completed Unit Owner Form (Copy here to Attached) to the Administration whereby such contractors agree to, as part of their contract with the Unit owners, comply with and be bound by all of the terms and conditions of these Contractor Rules and Regulations.

10. PROTECTION OF ADMINISTRATION PROPERTY

Contractors are responsible for protecting the walls, ceilings, doors, floors and other common areas from damage. The contractor or their employees must clean all common areas affected by their work at the end of each workday. Damage to any common area must be reported immediately to the Administration. Repairs, if necessary, will be billed directly to the unit owner.

11. CONSTRUCTION SAFETY AND HEALTH PROVISIONS

The Unit owners shall require in their contracts with their contractors full compliance with the current requirements and regulations, including all amendments thereto and standards and regulations which have been or shall be promulgated by the government authorities which administer such acts ("Governmental Regulations").

Such contractor shall require and be directly responsible for compliance with all Governmental Regulations and below referenced minimum standards by all of its agents, employees, material men and subcontractors; and shall directly receive and be responsible for all citations, assessments, fines or penalties which may be incurred by reason of contractor's failure or failure on the part of its agents, employees, material men or subcontractors to so comply.

Contractors shall indemnify, defend and hold harmless the Administration of Le Roc Fleuri Condominium and other Condominium Unit Owners from any and all fines levied on the Administration or such Unit owners for cited acts caused by any contractors, its agents, employees, subcontractors or vendors.

12. WORK HOURS

Normal work hours shall be 8:00 AM to 4:00 PM, Monday through Friday.

Work causing noise is only permitted after 9:00am.

NO WEEKEND, HOLIDAY OR EVENING WORK IS PERMITTED.

Workmen must observe The City of Montreal noise ordinance .

13. SPECIFIC MINIMUM STANDARDS TO BE FOLLOWED BY ALL UNIT OWNER'S CONTRACTORS:

UNIT OWNERS SHALL ENSURE THAT THEIR CONTRACTORS COMPLY WITH THE FOLLOWING STANDARDS:

- a) Job-site cleanliness and organization is directly related to safety as well as quality, therefore, contractors shall ensure that all rubbish and debris generated by them is either removed from the site at the end of each workday or (if supplied/approved by the Administration) is placed in the on-site CONSTRUCTION DUMPSTER on a daily basis.
 - i. All clean up of the work area shall be accomplished on a daily basis prior to leaving the Condominium Premises, and all materials shall be stored in an orderly and neat manner as directed by the Administration.
 - ii. No liquid or mixture that contains material that may harden and block pipes may be placed in the drain of any Unit or common area including paints or solvents.
 - iii. If after one verbal notification notice, proper clean up is not completed to the satisfaction of the Administration, the Administration may proceed without further notice with the required cleanup work and charge all costs plus thirty-five (35%) administration fee to contractor or unit owner(s).

- iv. Contractors shall not use the Trash Chutes to dispose of any debris – this could lead to blocking the Trash Chute;
 - v. Properly maintained fire extinguisher shall be required on site.
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- b) Any accident or injury is to be reported by the contractors to the Administration or security immediately. Additionally, any near fall, near miss or any other incident that does not result in injury, but had the potential for serious results, shall also be reported immediately;
 - c) Contractors shall ensure strict adherence to wearing the proper and required personal protective equipment, with no exceptions.
 - d) Contractors shall ensure the following key areas receive continuous vigilance throughout the period they are on the project:
 - Construction project cleanliness and orderly storage/staging of materials and equipment,
 - Strict adherence to the use of proper personal protective equipment,
 - Fall protection and prevention;
 - Ladder and scaffolding safety,
 - Chemical product safety verifications.
 - e) The Administration may periodically conduct job-site safety surveys. Contractors shall stop work and immediately correct, or cause to be corrected, any unsafe condition identified during such visit;
 - f) Contractor or its personnel or its sub contractor are prohibited to use illegal drugs or illegal substances on site. The Administration shall have the right to immediately removal from the Condominium Premises by contractors of any workmen of contractors or subcontractors or vendors whom the Administration designates based upon the Administrations opinion that such person is under the influence of alcohol or illegal drugs or substances.

14. CONTRACTOR, SUB-CONTRACTORS, EMPLOYEE AND VENDOR ACCESS

Security key fobs or Garage Access Cards may not be issued to any contractor, sub-contractor, employee or vendor.

Individual unit security, as well the security of residents and their guests, is of utmost importance to the Administration. All workers are prohibited from any areas of the building that is not directly related to their work requirement. All contractors shall provide the Administration an accurate and up to date list of all workers authorized to be in the Unit during the project. No worker will be allowed entry on to the Condominium Premises if he or she is not on the access list.

Upon arrival, all contractors and workmen must sign the register at security desk every day before commencing work.

15. AIR CONDITIONING UNIT

In the event unit air conditioning units are run during modification work, air filters should be changed regularly.

16. PLUMBING

- a) Any and all plumbing work shall be performed by a licensed and insured plumber;
- b) Relocation/addition of plumbing requiring core drilling is not permitted. Removal and capping off of plumbing fixtures is permissible only if adjacent areas are not affected;
- c) Removal and re-set of existing plumbing fixtures (i.e. for flooring installation or replacement of fixture) must be performed by a licensed plumber.
- d) If any appliance that is connected to a water line or drain is removed during the course of flooring installation or any other type of construction, a licensed plumber must be hired to reconnect and reinstall that appliance.
- e) Accessing lower Unit(s) to perform plumbing modifications is not permitted.
- f) Use caution when drilling screws into the walls. There may be electrical and plumbing lines in the walls.

17. SMOKE DETECTORS AND ODOURS

During demolition, the installation of flooring, drywall alterations, and similar work, smoke detectors and sprinklers can be falsely activated and damaged by dust. Special care must be taken to protect these devices during the improvements. TEMPORARY COVERS, MUST BE USED and promptly removed after work is completed.

False alarms due to negligence are subject to fining by the Administration, and Montreal Fire Department.

Coordinate in advance with the administration to have the smoke detectors covers and to have security bypass the fire panel.

Contractors tampering with the safety systems in the building are subject to back charges for damages and Unit Owners will be financially responsible for any necessary repairs. Any and all charges that may be related to this negligence will be handled accordingly by billing the unit owner for all costs incurred, in addition to the Administration's ability to fine the Unit owner.

18. PROHIBITED WORK

Working in any common or limited common area is not permitted by contractors or workman retained by an individual unit owner. (This includes cutting of moldings, carpeting, tile, wood, etc. in parking spaces, common area halls or on balconies.)

The Unit Owner shall ensure that no work will be performed by any of their contractors that will modify any building system or change any building fire rating or otherwise violate any of the restrictions or regulations contained in these Contractor Rules and Regulations. The Administration shall be notified in advance of any planned modifications of life safety systems and the

mechanical/electrical systems in the Unit. Should any unplanned requirement for a system modification arise during the alteration process, the Administration shall be notified prior to making the modification. Noliqid or mixture of fluids containing materials that may harden and block pipes may be placed in the drain of any Unit, common or limited common area.

NEITHER CONTRACTORS, DESIGNERS, SUB-CONTRACTORS NOR THEIR EMPLOYEES MAY DISPLAY OR DISTRIBUTE ADVERTISEMENTS IN THE BUILDING.

19. SAFETY & SECURITY

All contractors shall take all reasonable precautions for the safety of the employees, residents, owners and any other persons who may be affected by the work and shall provide all reasonable protection to prevent damage, injury or loss to all employees performing any of the customization work and all other persons who may be affected. Contractor shall exercise the utmost care in the usage or storage of flammable or other hazardous materials or equipment used in the performance of work.

If you have any questions regarding any of the above procedural information, please contact the Administration Office.

20. WORK SCHEDULE AND DELIVERIES

The Administration of the building must be advised of all demolition work or renovation, prior to commencement of any work.

All work causing odors such as varnishing of floors must be executed between 9h00 and 16h00, from Monday to Friday and this without exception. Administration must be aware of the work a minimum of 24 hours in advance in order to advise the co owners. **Note that only water based products are permitted.** In addition, all ventilation conduits must be in operation in order to avoid odours in the common areas or other condominium units.

All work causing noise, such as drilling or installation of flooring, must be executed between 9h00 and 16h00 from Monday to Friday and this without exception. Administration must be aware of the work a minimum of 24 hours in advance in order to advise the co owners.

All welding or soldering, work on fire protection system (sprinklers and building speakers), electrical work, plumbing work etc must be coordinated with a minimum advance notice of 24 hours to the Administration and the security in order to by-pass the fire alarm panel and contact the alarm central. Administration has the right to request the approval of an accredited engineer prior to the commencement of work.

Work that does not cause noise or odors such as painting will be tolerated outside the above mentioned work hours, however, the unit owner and contractor must advise the administration with a minimum notice of 24 hours.

In order to avoid scheduling conflict with other units owners or suppliers, all deliveries or removal must be coordinated with the Administration or security.

21. GENERAL PROTECTION

All material or tools must be delivered or removal by the delivery area only. Only the security guard may issue access to this area.

The freight elevator must have its protective covers while used by the contractor or his trades and this is the only elevator to be used. The security guard will give the contractor or his trades the protective blankets which must be installed appropriately.

All sinks and drains must be protected during the work. Paint brush and paint rolls or other equipment that may damage or block the drains are not to be cleaned on site.

Caps on building smoke detectors must be installed by building staff before commencement of any work that may cause dust.

The perimeter of the doors to the units giving access to the common areas must be protected with a drop sheet or plastic in order to avoid dust or debris in the corridor or to travel to neighboring units.

Any damages caused to the property of Le Roc Fleuri either interior or exterior caused by the contractor will be to the responsibility of the contractor and/or the owner of the unit.

22. ELEVATOR USAGE

All deliveries of construction materials must be scheduled at least 24-hours in advance with the Administration. Failure to do so may cause delays in the delivery of the materials to the Unit.

All deliveries, contractors and their employees must use the freight elevator. Failure to comply with this requirement may result in the exclusion of the contractors from the property. All other elevators are reserved for the residents of the building.

All damages caused to the elevators will be charged back to the contractor and /or unit owner.

Please note that previously scheduled move-ins and move-outs have priority in the use of the service elevator.

23. GARBAGE

Removal of garbage must be scheduled at least 24-hours in advance with the Administration and freight elevator must be used for such removal.

Removal of garbage must be done between 9h00 and 16h00 from Monday to Friday only. Legal Holidays are not permitted.

The freight elevator must have its protective covers while used by the contractor or his trades and this is the only elevator to be used. The security guard will give the contractor or his trades the protective blankets which must be installed appropriately.

We do not accept any construction garbage in the building chutes or containers.

24. CSST

It is the responsibility of the contractor and the owner that all labor and security codes established by the CSST are respected.

25. RULES

At all times, the contractor as well as all residents must respect the established rules in the Declaration of the Co Ownership of Le Roc Fleuri.

Acknowledgement by Unit Owner:

I / WE acknowledge receipt of the "Contractor Rules and Regulations" and understand that as a Unit Owner, I am liable for the expense of fines, damages, repairs and other related expenses, etc. due to negligence of my agents, employees. I hereby agree to comply with all of the Contractor Rules and Regulations and to cause my contractors and their subcontractors, vendors, all of their employees and agents to comply with these Contractor Rules and Regulations.

Unit Number: _____

Print Name: _____

Unit Owner Signature(s): _____

Print Name: _____

Unit Owner Signature(s): _____

Date: _____

Acknowledgment by Contractor:

The undersigned contractor(s) which shall be performing work on Unit hereby agrees as a condition of entry to Le Roc Fleuri Condominium, a Condominium Property and to the aforementioned Unit, to strictly comply with and to cause its subcontractors, vendors and all of our agents and employees to comply with, the above stated procedures and regulations which the undersigned acknowledges that has been carefully read and fully understood.

Company Name: _____

Print Name of Authorized Company Agent: _____

Authorized Company Agent Signature: _____

Date: _____

Phone Number: _____