

# WESTCHESTER SQUARE CONSTRUCTION GUIDELINES

All Exterior Modifications and Interior Structural Changes must be approved by the Board prior to any work being performed. Some exterior modifications may also require approval by vote of the homeowners.

## **PHOTOGRAPHIC DOCUMENTATION OF ALL EXTERIOR WORK**

Before the work begins, contractor shall take pictures of all areas to be modified or renovated and submit these pictures to the management company. After the work is completed, contractor shall submit pictures showing the completed work. Any damage to community property is to be repaired/replaced to the Board's satisfaction.

## **ALTERATIONS TO ROOFS OR MODIFICATIONS REQUIRING ROOF ACCESS**

1. Prior to any work being done, contractor must obtain approval from the Management Company regarding the procedure to be used to protect the roof. Will foam pads or cushions be used, etc?
2. Before and after pictures must be taken of all areas of the roof accessed by the contractor.
3. Any damage to roof shingles or surfaces are to be repaired/replaced to the Board's satisfaction.

## **CONSTRUCTION ADMINISTRATION**

Contractor shall provide the management company the phone numbers and email addresses of the project manager and onsite foreman. Contractor will comply with any "Stop Work Request" from the management company or the Board of Directors.

## **CONSTRUCTION SCHEDULE**

Contractor must submit a construction schedule to be approved by the Association. The Board is to be notified of subsequent changes to the schedule.

## **CONSTRUCTION WORK TIMES**

Weekdays 8:00 a.m. to 6:00 p.m. Work at weekends and public holidays is NOT allowed without Board approval.

## **CONSTRUCTION PARKING**

All cars and trucks are to be parked off site, with the exception of the space in front of the garage and one open parking space in the area of the unit. Owners should obtain the necessary parking permit(s) as needed for 15th Street Parking.

## **CONSTRUCTION MATERIALS**

Construction Materials are not to be "stored" in the general parking area or on sidewalks, including the sidewalks behind units.

## **CONSTRUCTION TOILET**

In the event that a portable construction toilet is required, it must be placed inside the unit.

## **DIGGING OR IMPROVEMENTS TO THE GROUNDS**

All utility lines must be marked prior to any digging.

## **DUST**

Cutting materials outside should be kept to a minimum - outside cutting should only be carried out when the windows of neighbors are closed. Dust falling on other property, including cars, must be hosed off as required to the satisfaction of neighbor(s) impacted. Dust and debris around the job site, visible to residents or visitors, should be removed at the end of each work day.

## **NOISE**

Contractors may not play music on the exterior of a unit or within a unit at a volume that can be heard outside the unit.

## **SIGNAGE**

Contractors are not allowed to place signs on the property.

## **FURTHER INFORMATION**

For further information contact Scott Carter, Carter Communities, Inc.  
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