



GUIDELINES FOR CONTRACTORS

Site Hours

7:30 am – 5 pm

Monday – Friday **All workers must be off property by 5pm**

All workers must be checked in Gatekey, have an access pass and require a photo ID

7:30 am – 1 pm Saturdays

All workers must be off property by 1pm.

NO WORK ON SUNDAYS & PUBLIC HOLIDAYS –

Approval consideration needed from the POA Office 2 business days in advance

Building Permit numbers must be clearly displayed

The Following are NOT PERMITTED IN CHARLOTTEVILLE/TURNBERRY

- **NO** Equipment on tracks - Heavy equipment on tracks **MUST** be brought in on a truck with tires and escorted by security to the site
 - **POA office must be notified at least One (1) business day in advance of tractor/heavy equipment arrival.**
- **NO** Posting of Signs – Contractor / Subcontractor / Real Estate
- **NO** Mixing of cement/concrete on roadways
- **NO** Burning of garbage or debris on site
- **NO** Trespassing - Contractors should not use neighboring lots to gain access to the lot they are working on, or for storage of building materials without the written approval of the lot owner and in the case of storage the consent of the POA office must also be obtained
- **NO** Heckling or Loud music
- **NO** Trenching in common areas (10 feet easement along curbside) - Questions regarding underground utilities during construction must be addressed to the relevant Utility Company.
- **NO** Loitering / Wandering / Site seeing - All Workers **MUST** remain on their assigned work site; if found wandering or leisurely walking around the community the worker will be escorted from the community by Security
- **NO** Food Vendors are allowed in and therefore should not be invited to the construction site
- **NO** Storage of sand, fill or construction materials on roadways

Storage/Garbage/Debris

- All debris from land clearing must be removed within 2 weeks of clearing the site
- EACH HOME OWNER IS RESPONSIBLE FOR MAKING ARRANGEMENTS TO HAVE CONSTRUCTION DEBRIS AND HOUSEHOLD WASTE REMOVED FROM PROPERTY WEEKLY
- All garbage including food containers and wrappers must be removed **DAILY** – NO DUMPING IN SINK HOLES
- Contractors must ensure that all construction debris that may have blown or fallen on neighboring properties is removed **DAILY**
- Please take measures to prevent runoff of sand, fill etc into drains
- Sand, fill, stones or concrete should be cleared or washed away from road surface **DAILY**
- Houses being constructed along Charlotteville Boulevard - Construction materials and trailers are stored on side streets as much as possible.
- Tractors/Trailers are allowed on lots for a maximum of five (5) days. **Any duration beyond will incur fines of \$250.00 per day**

Restroom Facilities

Contractors **MUST** provide single occupant free standing portable restroom facilities at the construction site for workers prior to construction



Property Utilities

Contractors are to locate, identify and secure ALL utility conduits. Utility corporation should be contacted for assistance if failure to locate.

- Water meters **MUST** be installed prior to commencing construction

Workers

- Contractors must use the Visitor's Entrance; however in the event of oversized loads the Residents Gates must be used
- List of the names of ALL workers and ALL Sub-Contractors:
 1. Must be entered into GateKey prior to construction
 2. A copy submitted to the POA office prior to construction
 3. Printed passes from security are to be obtained by the Contractor for ALL workers on the day of construction. Workers may be asked for a form of identification and **WILL BE** denied access if they are not on the list
 4. ALL workers vehicles are subject to be searched when entering and exiting the community
- Any termination of contractors **MUST** be updated in GateKey and the POA is to be notified immediately by Lot Owner / General Contractor
- Damage to Members property, Association Property, roadways including but not limited to oil spills, lot markers, curbs or utilities **WILL BE** charged to the MEMBER or deducted from the security deposit

Contractors should report water leaks directly to the Lot Owner and the Water & Sewerage (WSC) immediately ☎ 325-0505

Charlotteville Community Association Ltd. will not be held responsible for any loss, damage or theft of any equipment, tools or materials left on site