

General Contractor Full Name: _____

Contractor License #: _____

Contractor's Business Address: _____

Contractor's Phone #: _____

Contractor's Insurance Provider: _____

Insurance Policy #: _____

Insurance Provider Phone #: _____

Subcontractor's Full Name: _____

Subcontractor's Company Name: _____

Subcontractor's Line-of-Work: _____

Subcontractor's License #: _____

Subcontractor's Phone #: _____

Subcontractor's Full Name: _____

Subcontractor's Company Name: _____

Subcontractor's Line-of-Work: _____

Subcontractor's License #: _____

Subcontractor's Phone #: _____

Below is For Towers Building Engineer's Use Only :

What category does the above work fall into? 1 / 2

Permits required from city (based on above information)? Yes / No

Licensed contractor(s) required? Yes / No

Is the above-described work in compliance with Towers' Policies?
(According to the details given above) Yes / No

Did the Unit Owner initial, date, and sign the Towers Construction Packet Yes / No

Approval to Proceed with City Permit Applications: NA / Yes / No

Final Towers Building Engineer Approval: Yes / No

NA / Yes / No

(Category 2: Board of Directors)
Building Engineer's Signature _____ Date: _____

Towers Construction Information Packet and Authorizations

Initial each section. Your initials signify that you have read, understand, and agree to follow all rules stated and implied in the following sections, as well as all sections of the Mutual 50 Contractor' Rules and Regulations document, Mutual 50 CC&R's, and any other applicable City, County, State, and Federal regulations.

1.1 Classification of Work:

- a. **Category 1** work consists of only paint, baseboard, crown molding, blinds, furniture repair/delivery (excluding built-in cabinets that have plumbing or electrical work through them), hanging pictures, and installing/removing flooring in bedrooms and living rooms (**bathroom flooring involves the removal of the toilet, which would require a licensed plumber**).
- b. **Category 1** work does not need any licensed contractors (see exceptions above) and may be done by a handyman. If the work exceeds \$500, the resident and their contractor will have to go to Laguna Woods City and apply for any necessary alteration permits. Category 1 work still needs to follow all applicable regulations and must have the Building Engineer's approval to proceed. It is not excluded from oversight, or the need for regulation.
- c. **Category 2** is any work that may involve disturbing, moving, adding, removing, or otherwise modifying drywall, ceiling texture, shower stalls, faucets, drain or supply plumbing, any other plumbing, structural or electrical components anywhere inside the unit. These items involve the need for licensed plumbers, licensed electricians, asbestos abatement certified contractors, plan drawings, submittal s, permits, and inspections from the City of Laguna Woods, The Towers Maintenance Staff, and the Mutual No. Fifty Board of Directors. Modification of the HVAC system is not allowed under any circumstances.
- d. If it is determined the work requested is **Category 2**, plans for any remodeling, drywall, electrical, and plumbing modifications must be submitted to the Building Engineer for review and approval. If the work requested involves modifying Common property, as defined generally by: "anything behind the drywall," then The Towers staff will use a licensed contractor, plumber, or electrician of their choice to make the modifications to shared/Common property, and the resident will be billed by the contractor directly for the costs associated in the work. The Towers only uses a selected few Contractors for work to Common property. There are no exceptions. All **Category 2** work requires the review of the Architectural Committee and the Board of Director's final approval. As such, they may be reviewed and approved, at the sole expense of the Unit Owner, by a professional Architect and/or Engineer of the appropriate field.

Unit Owner's Initials _____
Contractor's Initials _____

1.2 Construction Authorization Rules:

- a. By applying for a Construction Authorization with The Towers, the Unit Owner, and his/her Contractor(s) are agreeing to adhere to all rules and regulations outlined, and that are within the spirit of this document, as well as all Mutual 50's CC&R's, and to allow Towers Maintenance Staff to inspect the worksite for compliance—at any time, on any day, during normal business hours.
- b. All City and Towers permits/authorizations must be signed and posted in the entrance way of the unit where work is taking place in.
- c. If the Unit Owner is out of the area, Unit Owner may designate a local representative (family member or friend) to perform these functions and inform the Building Engineer in writing that they have done so.

Unit Owner's Initials _____
Contractor's Initials _____

1.3 Inspections:

- a. Inspections may be unannounced and at the will of the Towers Maintenance Staff for the purposes of compliance inspections. City of Laguna Woods inspectors and PMP, Inc. inspectors may also inspect the unit and any work being performed for compliance with City, County, State, Federal, and Mutual Fifty codes and regulations.
- b. If the work is found to be out-of-compliance, is deemed dangerous or of inadequate standards of quality, has not undergone proper testing for hazardous materials, or the work being performed is not listed on the approved and posted permit(s) or authorizations, or is not being performed by a properly licensed and insured contractor, a stop-work notice will be issued.

Unit Owner's Initials _____
Contractor's Initials _____

1.4 Stop-Work Notice:

- a. In the event of a stop-work notice, the Unit Owner and his/her Contractor, will be responsible to get The Towers Building Engineer's approval for the new plans, which must be detailed, and then the Unit Owner or the Unit Owner's Contractor will have to obtain any necessary permits from the City of Laguna Woods, and the Laguna Woods Community Center, as well as have any necessary hazardous materials testing performed by a licensed testing agency, and the abatement performed by a properly licensed abatement contractor. Testing results must be provided to the Building Engineer before activity is allowed to resume. Once all permits, plans, testing, and abatements have been approved by the proper regulating agencies, as well as The Towers Building Engineer, work will be allowed to resume in the unit.

- b. If a Unit Owner or Unit Owner’s Contractor is found to have violated a stop-work notice, they may be immediately removed from the property, and/or fined the amount necessary to remedy the work performed to the approval of The Towers Building Engineer.

Unit Owner’s Initials _____
Contractor’s Initials _____

1.5 Specific Restrictions on Work and Materials

- a. **General:** No wood/lumber studs or framing is allowed inside walls. Only steel studs are allowed.
- b. **Plumbing:** All plumbing work must be done by a State-licensed, insured, and bonded plumber. All plumbing work and materials will adhere to the most current versions of the California High-Rise Building Codes, Universal Plumbing Codes, and Towers policy, whichever is stricter.
 - 1. If a water shutdown is needed, the plumber will have to decide with the Towers Maintenance Department for the shutdown. A date and time will be issued on which the shutdown will take place.
 - 2. All rough-in plumbing must be prefabricated to allow for the minimum amount of down-time before the morning of the shut-down.
 - 3. All fixtures, including showers, tubs, and faucets, must have water shut offs or integrated stops installed for servicing purposes.
 - 4. The shut-off valves must be made accessible to Towers Maintenance Staff without the destruction of any property.
 - 5. All stops and shut-off valves must be shown to the Building Engineer prior to installation and receive his approval. If they are of low-quality, or are non-compliant, they will be rejected.
 - 6. Under no circumstances will freezer plugs be used.
 - 7. Dishwashers, icemakers, and laundry washers are prohibited
 - 8. No PVC, ABS, or plastic piping is allowed. It violates the C.B.C. for High-Rise Structures.
- c. **Electrical:** All electrical work must be performed by a State-licensed, insured, and bonded electrician. All work and materials will adhere to ALL applicable city, county, state, and federal regulations, as well as the most current version of the California High-Rise Building Codes, the CEC, and the NFPA 70 NEC.
 - 1. No 220V appliances are allowed.
 - 2. The Towers is only responsible for providing power to the breaker panel. All conduit, switches, plugs, lights, and other electrical appliances past the breaker, are the property and responsibility of the Unit Owner
 - 3. Dryers, and ovens are prohibited
- d. **HVAC:** All HVAC equipment is the property of The Towers, and will not be modified by the Unit Owner, or his/her Contractor. This includes thermostats, fan controls, coils, ducting, vents, plumbing, fittings, and all other plumbing and electrical components related to the HVAC system.

1. If HVAC service or repairs are needed, the Unit Owner must place a work-order with the Reception Desk. Towers Maintenance Staff will handle any repairs necessary, unless the Unit Owner or Unit Owner's Contractor was responsible for the damage, in which case the Unit Owner will be billed for any repairs directly related to unauthorized work.
 2. At all times, access to HVAC components must be available. Cabinets, shelving, furniture, clothing, or any other blockade that restricts operational access in any way to HVAC components is strictly forbidden. If the Unit Owner's property is blocking access to HVAC components, the Unit Owner will be responsible for removing the blockage at their own expense.
 3. In the case of an emergency such as a leak, fire, electrical or plumbing failure, or any event that is resulting in property damage that necessitates immediate access to HVAC components, Maintenance staff may remove or destroy any blockage, and will not be held responsible for any damage to the Unit Owner's property.
- e. **Hazardous Materials:** The Towers is an early 1970's construction, and as such, state and federal laws require asbestos and other hazardous material testing to be performed before any Possible Asbestos Containing Materials, or other hazardous materials, are disturbed in any way.
1. Some PACM's are drywall, wall and ceiling texture, shower stalls, piping and wall insulation, and certain types of tiles and mastic. There are many other possible PACM's in The Towers, so licensed testing and abatement **MUST** be used on all regulated materials.
 2. All testing must be performed by a licensed asbestos testing agency.
 3. The Unit Owner may assume the PACM does contain asbestos and may hire a properly licensed asbestos abatement contractor to remove and dispose of the material in a manner that is compliant with all SCAQMD regulations without the need for a test.
 4. If hazardous material is disturbed without proper containment/abatement, the SCAQMD may stop all work, and administer fines and fees to the Unit Owner and/or the Unit Owner's contractor. All damage incurred to Mutual No. Fifty will be billed back to those responsible for the violations.
- f. **Waste Disposal:** All construction and remodeling waste **MUST** be disposed of off-site. The use of any drains, sinks, toilets, trash chutes, dumpsters, or any other facility within The Towers is strictly prohibited. Items such as, but not limited to: demolished cabinets, drywall, wood, paint, stains, varnishes, dust, debris, countertops, appliances, carpet, flooring, faucets, valves, drywall mud, tape, empty cans and bottles, empty boxes, epoxies, used tools, hardware, nails, screws, anchors, fasteners, plumbing, and electrical components must all be removed from Towers property and discarded in an appropriate dump-site designated by the City of Laguna Woods.
1. Any hazardous materials must be disposed of in accordance with ALL city, county, state, and federal regulations. Any fines, fees, or damage incurred is the sole responsibility of the Unit Owner.

2. If any Mutual No. Fifty property is damaged by the disposal of construction waste, the Unit Owner will be responsible for any costs associated with the repairs to Mutual No. Fifty property.
- g. **Loading/Unloading Zones and Work Hours:** All vendor vehicles are prohibited from parking in handicap zones, resident assigned spaces, guest zones, fire lanes, or emergency access roads. Designated Loading zones exist near Tower’s tunnel entrance, and it is mandated that all loading and unloading be done from those areas.
1. If a Contractor or Unit Owner is found to be illegally parked in a handicapped parking space, guest space, or fire lane, they may be fined, or their vehicle may be towed at the vehicle owner’s expense.
 2. Work hours are 8:00AM to 4:00PM, Monday through Friday. No work will be allowed before or after those times unless strictly approved in advance by The Towers Building Engineer.
 3. No work will take place on Holidays or Weekends under any circumstances.

Initials for Entire Section 1.5

Unit Owner’s Initials _____
 Contractor’s Initials _____

1.6 Vendor and Visitor Code of Conduct

- a. Towers is a residential condominium high-rise, and expects professional and courteous behavior from its residents, staff, vendors, and visitors always.
- b. Contractors and vendors must be appropriately dressed. Working without shirts, shoes, and other professional attire is prohibited. Protective equipment should be worn when working with tools or materials that necessitate special handling or may lead to the risk of injury.
- c. Drugs, alcohol, children, animals, and loud music are not allowed on a job site.
- d. The Towers is a non-smoking facility, any smoking must take place further than 20 ft. away from any Mutual No. Fifty facility structure.
- e. Residents, unit owners, vendors and visitors must conduct themselves respectfully and professionally at all times. Unprofessional and disrespectful behavior such as yelling, shouting, hitting, shoving, attacking, harming, provoking, threatening, or using profane, demeaning, derogatory, or racist language is not allowed.
- f. Any violation of the Vendor and Visitor Code of Conduct will be addressed through the member compliance process.
- g. This is a **zero-tolerance policy**, and no warning needs to be provided.

Initials for Section 1.6 Dress Code and Behavior

Unit Owner’s Initials _____

Contractor's Initials _____

Section 1.7 Final Written Confirmation

Unit Owner, and Contractor have read, understand, and agree to adhere to all rules and regulations stated and implied by this document, the Mutual No. Fifty CC&R's, Towers Contractor Rules and Regulations document, and all local, state, and federal laws, codes, and regulations. In the case of overlap, the Unit Owner and Contractor agree to conform to the strictest version. In the case the Unit Owner cannot be present throughout the modifications to their unit, they may designate a local representative.

Fill out this box only when Owner's Representative will oversee all construction

I _____, the owner of The Towers Unit # _____ designated my family member/friend, _____ as my local representative. His/her phone number is (____) ____ - _____. He/she will be overseeing the work on my unit, and I am ultimately responsible for his/her decisions while they are at The Towers.

Unit Owner's Name (Printed) _____ Date: _____

Unit Owner's Signature _____ Date: _____

I _____, the owner of The Towers Unit # _____ have read and understand all the information stated in this document. I agree to comply with all applicable City, County, State, and Federal regulations, as well as any regulations and restrictions imposed by Laguna Woods Mutual Fifty's Board of Directors. I will submit to any inspection necessary, and will comply with all applicable rules and regulations, or I will forfeit all construction in my unit, until I can bring it into compliance. I also understand fines and fees may be imposed upon me if the work taking place is found to be out of compliance and needs remediation. I agree to conduct myself and ensure my employee(s)/contractor(s) conduct themselves in a professional and appropriate manner. I agree to pay any fines or fees related to the work taking place in my unit.

Unit Owner's Signature _____ Date: _____

Unit Owner's Printed Name _____

Contractor's Signature _____ Date: _____