

## CONTRACTOR RULES for COAST COTTAGES

The following rules are promulgated under the authority provided in Article 10.2 of the Declaration of Covenants, Conditions and Restrictions for Coast Cottages at Saint Simons (the Covenants). They are provided so that owners and their contractors, service providers and agents may perform work at Coast Cottages while at the same time, respecting the rights of other owners and guests to use and enjoy their property. These rules apply to anyone engaged for work within the Coast Cottages neighborhood or within its units, including but not limited to contractors, sub-contractors, and periodic service providers such as cleaning companies, yard work services, rental agents, real estate agents, pest control providers, movers, delivery services, etc., and all their employees (all herein referred to as "Contractors").

1. No Contractor may perform work anywhere within the Coast Cottages subdivision (the Properties) unless they are in good standing with the Board of Directors for the Saint Simons Coast Cottages Neighborhood Association, Inc. (the Board), regardless of the nature of their work. Contractors are considered in good standing unless they have been otherwise notified by the Board, or the Architectural Review Committee (ARC), subject to notice and hearing procedures contained in the community by-laws.
2. Consistent with Article 9 of the Covenants and the Design Guidelines, no exterior alteration of existing improvements, including planting or major removal of landscaping materials shall take place except upon approval of the ARC and in compliance with Article 9 of the Covenants and the Design Guidelines. Owners are responsible for obtaining these documents from the Secretary, and advising Contractors of their content.
3. No work may commence on the exterior of any structure unless the Owner has submitted to the ARC a completed and signed Application for Work Permit with required attachments, and the Application has been approved by the ARC. The Work Permit requirement also applies to new or major replacement landscape installations, but not routine yard maintenance. (See Exhibit A for Application for Work Permit).
4. Any exterior work that is started and completed within 48 hours is exempt from the Work Permit requirement, but may still require ARC approval.

Example 1: Changing a paint color, planting a new tree, adding exterior shutters, or anything else that changes the appearance of the exterior premises always requires ARC approval. However, they only require a Work Permit if they cannot be started and completed within 48 hours.

Example 2: Re-painting the porch the same exact color, routine yard maintenance, or pressure washing the house do not require ARC approval. However, a Work Permit will be required if the work cannot be started and completed within 48 hours.

5. Owners who fail to enforce these rules on their Contractors are subject to the remedies provided in Section 4.3 of the Declaration of Covenants, Conditions and Restrictions for Coast Cottages at Saint Simons.
6. Contractors who violate any of the rules contained herein may be excluded from the Properties, subject to the notice and hearing procedures contained in the community by-laws.
7. Anyone performing work at Coast Cottages must adhere to the following:

- a. Parking is allowed by permit only, and only in the designated parking spaces assigned to and contained within the lot lines of the Unit where work is being performed.
- b. Parking is never permitted on the street known as Coast Cottage Lane nor in any common areas of the Properties.
- c. No work equipment or supplies (i.e., saw horses, painting equipment, ladders, lumber, etc.) are permitted on the street known as Coast Cottage Lane nor in any of the common areas of the Properties.
- d. All work activity and permitted equipment must be contained within the lot lines of the unit where work is authorized. No trespassing is permitted on adjacent properties nor is the use of utilities such as electrical power, water, etc. permitted to be utilized from adjacent properties.
- e. Major exterior work is encouraged (but not required) during the off-season between Labor Day in the Fall and Memorial Day in the Spring.
- f. Exterior work is permitted only between 8 am and 6 pm Monday thru Saturday, 9am and 5pm Sunday. No exterior work is permitted on:
  - 1) Saturday, Sunday and Monday of 3-day holiday weekends (defined as a holiday when the post office is closed on Monday)
  - 2) Saturday and Sunday of GA/FL weekend
  - 3) Thursday through Sunday of Thanksgiving weekend
  - 4) Easter, 4<sup>th</sup> of July, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day
- g. Loud conversation and shouting are not permitted except to warn someone of imminent danger. Profanity is not permitted. Radios are not permitted except if listened to on headphones. Noise related to the work and workers must be kept at a minimum at all times.
- h. Disrespectful behavior by Contractors and their employees will not be tolerated. No cat calls, whistles, or other actions that may make residents or guests of Coast Cottages uncomfortable are permitted.
- i. The job site must be kept neat. Trash and litter must be disposed of in proper containers. Small items such as cigarette butts and nails are considered litter. The job site must be cleaned at the end of each work day, with all material and permitted equipment secured. Contractors and employees must also be especially respectful of adjacent properties with respect to trash and litter.
- j. No smoking is permitted in the neighborhood, unless butts are completely extinguished in a fire-proof container and disposed of properly. Due to the proximity of the homes, extra care must be taken to avoid fire hazards
- k. No open fires area allowed at any time.
- l. Dumpsters may not be permitted to overflow. Any material protruding from or above the edge of the dumpster requires that the dumpster be emptied. Removal from the job of dumpsters at the end of any work or work phases must be done in a timely manner.

Dumpsters are not permitted to sit on job sites unused for prolonged periods of time. Dumpsters may not protrude into the street or across the property line.

- m. Materials, etc. placed in dumpsters may not emit unpleasant odors. Food must be disposed of in trash cans with animal-proof lids within the confines of the lot lines of the unit. Trash cans on adjacent properties may not be used for any purpose.
- n. Safe work habits and conditions must be maintained at all times as required by law.
- o. Contractors applying for a Work Permit must provide proof of liability insurance and workers compensation insurance if workers compensation insurance is required by law. Saint Simons Coast Cottages Neighborhood Association, Inc. must be named as “additional insured” on the policies.
- p. Pneumatic lifts or other such equipment are not permitted for continuous use anywhere in the Coast Cottage neighborhood. Contractors may use scaffolding and ladders for continuous use purposes. Short term limited use of pneumatic lifts for lifting furniture over balconies, trimming trees, or other short term uses may be approved if:
  - (1) a request is submitted for approval at least 24 hours in advance
  - (2) use is limited to a single eight hour period
  - (3) the equipment is removed promptly at the end of the approved period
  - (4) the equipment at no time blocks any street or common area
  - (5) no residual tire marks or oil drips remain on any Coast Cottage property one hour after the equipment is removed
- q. Owners and Contractors are responsible for any damage caused by any associated vehicle or equipment to the street known as Coast Cottage Lane, the common areas, fencing, lighting or signage within the Properties, or any adjacent property.
- r. Contractors and their employees may not use the pools, community restrooms, beach walkways, pavilion, or any other common area.
- s. Contractors are prohibited from using alcohol on the Properties. Any illegal activity, including illegal drug use, is subject to immediate expulsion from the Properties.
- t. Due to the close proximity of homes and vehicles, painters may not use spray devices to paint exterior structures.

EXHIBIT A  
APPLICATION FOR WORK PERMIT

OWNER'S INFORMATION

Name

Mailing Address

Best Contact Phone #

Email Address

Cottage #

Cottage Name

I have read and hereby agree to abide by and enforce the Contractor Rules for Coast Cottages

Owner's Signature \_\_\_\_\_

CONTRACTOR'S INFORMATION

(fill one out for each contractor and subcontractor to be used on the job)

Name of Firm

Name of Firm Owner

Mailing Address

Email Address

Best Contact Phone #

Liability Insurance Carrier

Maximum Limits

Note: Attach Certificate of Liability Insurance naming Saint Simons Coast Cottages Neighborhood Association, Inc. as additional insured.

I have read and hereby agree to abide by the Contractor Rules for Coast Cottages and enforce those rules upon all employees and sub-contractors. I understand that my right to perform work at Coast Cottages is subject to review and approval by Saint Simons Coast Cottages Neighborhood Association, Inc.

Contractor's Signature \_\_\_\_\_

WORK TO BE PERFORMED

Description of Work

Estimated Start Date

Estimated Completion Date