

RULES, REGULATIONS AND REQUIREMENTS
101 Cosgrove Avenue

Requirements for Condominium Unit Buyer-Managed Construction Projects

1. Buyer and/or General Contractor shall submit a refundable security deposit in the amount stated in the purchase agreement of \$_____ to the Association for the protection of common areas within the building prior to the start of any construction.
2. A certificate of insurance is required by the contractor naming the ***Cosgrove Hill Office Condominium Association, Inc.*** as additional insured. The certificate holder shall be: MPV Properties, 521 E. Morehead St., #400, Charlotte, NC 28202. (Unit owner should require the same protecting the suite.)
3. Contractor shall submit to the Association or its appointed manager a copy of the permit for any construction on the property.
4. Use of common areas by contractors is not permitted, except for ingress and egress only.
5. This is a smoke free facility. Smoking is not permitted anywhere on the premises.
6. All common areas must be protected and kept clean at all times. The janitorial service is not responsible for cleaning up after contractors.
7. Adjacent suites (vacant or otherwise) and common areas may not be used for storage.
8. If damage is caused by contractor to common areas, contractor is required to repair common areas immediately after damage occurs or reimburse the Association for the costs to make the repairs if the Association makes the repairs on behalf of the contractor. The Association may, at its discretion, use any funds available in the security deposit to cover the cost of repairs, if the contractor fails to make reimbursement in a timely manner.
9. No changes to the common areas can be made. All suite entry doors must match building standard.
10. After-hours access requires a code (2525#) to be entered for the doors to unlock.
11. There is a lock box located on 1st floor electrical room door that contains two keys (1AA --opens Front/Side Door) and (2AA--goes to all service closets for the building). The lock box code is **245. Please keep all building access and lock box codes confidential.**
12. Any work that interferes with or disturbs the business of other building occupants must be performed after normal business hours.
13. Elevator pads must be installed during the entire construction job. Elevator pads are located in the utility closet.
14. Use of radios, speakers or other types of music/entertainment devices are not allowed during construction.
15. Contractor shall notify Association Manager, **at least**, of the following:
 - a. When the fire or life safety system needs to be placed "offline" or "on test,"
 - b. Work that will interfere with other businesses within the building, during or after business hours,
 - c. Changes that are required by code to the common areas, which will need to be reviewed and approved by the Association,
 - d. When access is required in any occupied suite.
16. All roof penetrations shall be made by Baker Roofing. The contact information is 919-256-2259 or sfisher@bakerroofing.com. The roof warranty is provided by GAF, and Baker Roofing is a GAF-approved vendor.
17. All fire life and safety work should be performed by VSCFS, the company who currently monitors the fire panel as well as performs the annual sprinkler, fire extinguishers and backflow tests. Please call 919-645-5880 or email Melissa at MGStallings@VSCFS.com to schedule fire life and safety work.
18. After construction is complete, Contractor shall return the common areas to a Class A standard by cleaning the common area carpets via hot water extraction (or replacing same if damage is done), retouching any walls with paint, or repairing/replacing other existing wall covering as needed.
19. Upon completion of upfit, security deposit will be returned once Association manager has completed walk through.

20. The Condominium Association or building developer may adopt such other reasonable regulations for the benefit of the building or its occupants as may be necessary from time to time.