

Agreement & Rules for Contractors and Owners  
Meridian on Sand Key Owners' Association, Inc.  
(To be acknowledged by Contractor and Unit Owner)

- **Construction and related activities are restricted to 8:00 am - 5:00 pm, Monday through Friday. There will be NO EXCEPTIONS other than an unforeseen emergency repair or replacement to existing equipment in a unit not under renovation such as HVAC repair/replace, hot water heater repair/replace, major kitchen appliance repair/replace, when the exception, if not approved, would present undue emergency hardship on the unit owner/resident or other Meridian residents.**
- All Contractors and their sub-trades including but not restricted to Electricians, Plumbers, and HVAC Contractors must be licensed and insured in order to do renovation work in the Meridian on Sand Key.
- All commercial vehicles on-site under Approval to do construction within the Meridian shall park in the Contractor parking area outside of the garage, thus no contractor or worker vehicle is permitted to be parked at any time in the Meridian under-building garage area. Only with prior approval may a smaller vehicle use the temporary unloading area for a maximum of 15 minutes to drop off material or retrieve debris removed from a unit. Owner spaces may never be used by contractors.
- Carts located on site are for use by Meridian residents and staff only and are NEVER to be used by outside Contractors, their sub-trades or workers to move materials, supplies or to remove debris.
- All Contractors, their sub-trades and workers shall use the padded service elevators only! The service elevators are the elevators on the left in the respective East and West lobbies. All debris and material shall be removed ONLY through the service elevator, taken through the garage, and loaded on vehicles parked outside the garage in the contractor parking area.
- All construction debris must be placed in rolling containers when taken from the unit and NEVER left in any Meridian common areas such as floors, elevators, or garage. NO construction debris shall ever be placed down the trash chutes or placed in the Meridian on-site trash receptacles. Debris must be removed from the premises in a timely manner but in no event later than the end of the workday.
- Elevators may be locked off for loading and unloading only. See concierge on 1st floor for key and instructions to lock elevator. **ELEVATOR DOORS ARE NOT TO BE HELD OPEN TO ACCOMMODATE INGRESS OR EGRESS OF CONTRACTORS WITH MATERIALS OR DEBRIS.**
- Elevator entrance lobby doors should be closed immediately after loading/unloading from this area is completed and not left open unnecessarily.
- Contractor supplies shall not be left in walkways, garage, outside of unit, or in any other common area. Contractors must clean up all areas within the common elements prior to leaving for the day.
- The front door to a unit under construction shall not be left open but shall remain closed except as necessary to ingress and egress the unit.

- No debris, cigarette butts, or any other such item shall EVER be thrown over the balcony railing. If work is performed on any balcony, the balcony railings must be draped to contain construction debris and dust.
- No loud music shall be played in the unit or on the terraces such that it can be heard by other residents, o The Contractor will be responsible for knowing the location of the water shut-off valve and electrical breaker box within the unit under construction and will be responsible to inform all sub-trades and workers of same in the event necessity or emergency requires the shutting down of either utility.
- The water supply to the unit MUST BE SHUT OFF at the end of EVERY workday except when an owner or tenant is residing in the unit! When the owner will not be returning to the unit overnight, the water **MUST** be shut off **BEFORE** the Contractor or his workers leave for the day. This is extremely important and cannot be stressed enough! To avoid any situation for potential damage to the building, the Contractor or his on-site Supervisor will be required daily to certify by signing off at the Meridian Guard House prior to leaving the premises that the water has been shut off in the unit being renovated.
- NO SMOKING: The Meridian on Sand Key is a smoke free building! Smoking is prohibited in all common areas including the garage, pool area and all parking areas except for two designated areas. Contractors are responsible to enforce this no-smoking policy with their sub-trades and workers. See the Meridian manager or concierge for details.

The undersigned Owner and Contractor agree that they are responsible and liable for any damages and/or clean up, including all costs related thereto, to the common elements. They will inform all workers and crews of the requirements within the **Agreement & Rules for Contractors and Owners** and hereby acknowledge that they are responsible and liable for the conduct of and compliance with these rules by all sub-trades and others working on their behalf

The undersigned further agree that in the event of multiple or egregious violations of Meridian Rules and this Agreement, the Meridian Board is hereby granted the authority to deny entry to and/or remove Contractor and/or any worker from the Meridian premises.

By signing below, we acknowledge that we have read and agree to follow the rules as stated above.

Owner: \_\_\_\_\_ Unit # \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Owner: \_\_\_\_\_ Unit # \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Company: \_\_\_\_\_

License # \_\_\_\_\_