

REGENCY



(form 15)

ISLAND DUNES ASSOCIATION, INC.

GENERAL RULES for ALL CONTRACTORS

TO: ALL CONTRACTORS
FROM: Jacqueline Thomas, CAM
Property Manager

NO DRILLING INTO THE CEILING OR FLOOR SLAB AS REGENCY IS POST TENSION CABLE CONSTRUCTION & DO NOT LEAN ITEMS AGAINST ANY WALL SURFACE IN THE COMMON AREAS OF REGENCY ISLAND DUNES.

All Contractors, Movers, or Delivery persons bringing any items into Regency Island Dunes must read and comply with the rules below:

- **PARKING** is at the South end of Building #1 and North end of Building #2
- **UNLOADING** materials is at Ground Level. **NO TRANSPORTING TOOLS, EQUIPMENT or FURNISHINGS** through the **MAIN LOBBY DOORS**. This includes Housekeepers with supplies. Refer to **ELEVATOR PROCEDURES** for **MATERIAL TRANSPORT**.
- All Contractors **MUST BE OUT OF THE BUILDING BY 3:45PM**. Elevator pads are removed at that time & all noise ends.
- You must **IMMEDIATELY CLEAN ANY MESS YOU MAKE**.
- Do not toss cigarette butts on the ground.
- If drilling into the ceiling or floor is a requirement, prior authorization from the Association is required. An x-ray of the slab will be mandated and performed by a contractor approved by the Association.
- **MOVING & DELIVERY HOURS**: Monday through Friday 8:AM to 3:45PM. No nights or weekends. No moving equipment or admittance of contractors any other time without prior authorization from the Property Manager.
- **CONSTRUCTION DEBRIS** must be hauled away by you. No construction material is permitted down the trash chute or put into Regency dumpsters.
- Be cautious of the wall and floor areas. You are responsible for the repair cost should you damage the faux finished walls or stain the common area carpeting.

IF YOU HAVE QUESTIONS REGARDING ANY OF THE ABOVE, CONTACT THE PROPERTY MANAGER.
I HAVE READ AND WILL COMPLY WITH THE RULES AS WRITTEN ABOVE.

PRINT NAME

COMPANY NAME

PHONE #

Date and Security Officer on Duty: _____

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