

# ACCHOA Homeowner/Vendor/Contractor Agreement Form

The association wishes to help you, as the owner, have a good experience when making alterations to your home or exterior projects within the Applecross Country Club Homeowner's Association. Please provide a signed copy of this form to the ARB when submitting your application.

\*\*\*\*\*

## General

1. The association does not have a deposit policy as we feel our owners are responsible in taking pride in our community and will ensure that once the work is completed, there will be no negative evidence left behind in the common area or around the home, just positive increases to the property value of the property.
2. Homeowners **MUST** provide written notice (email is fine) to the Community Manager just prior (within 3 days) of the actual start of their project. Similarly, a written notice **MUST** be sent at the project's conclusion. The maximum allowable time for exterior projects is 3 months. If a homeowner becomes aware that their project may take longer, they must immediately contact the Community manager to discuss possible options.
3. **The homeowner will be fined \$500 if the HOA rules are not followed. Multiple rule infractions could lead to multiple fines.**
4. **Any damage to common HOA property will be repaired by the HOA and be billed back to the homeowner.**
5. **In signing this document, the homeowner(s) are aware of their responsibility to inform their contractors of all ACCHOA rules applicable to this project.**

## Insurance

1. ALL COI's (Certificates of Insurance) must include the following:
  - a) Applecross Country Club Master MUST be listed as "additional insured" in the description box and the proper areas checked.
  - b) In the certificate box, it should listing **"Applecross Country Club Master c/o FirstService Residential, 400 Campus Drive, Suite 101, Collegeville, PA 19426"**
  - c) An example of a COI is available at [www.applecrossarb.com](http://www.applecrossarb.com).
2. If Sub-Contractors will be used, we MUST have COI's from each contractor as listed above.

## Permits/Licensure

1. The HOA strongly suggests that you get HOA approval **BEFORE** Township approval.
2. All permits required by East Brandywine Township must be obtained by the homeowner prior the start of a project. **A copy of the EBT permit(s) must be provided to the Community Manager** and the homeowner must receive a final HOA approval before starting any work. **Permits should be displayed in a front window of the house during construction.**
3. **All contractors** must have appropriate licensure for the work they will be completing.

## Work Hours

1. Any work on the property should be completed within normal daytime hours (8 AM – 6 PM).
2. Weekend construction activity is not prohibited, but as many of your neighbors use these hours for family time and disruptive noise next door may cause disruption in their rest, entertaining and family outdoor schedules and this should be taken into consideration with any work schedules.
3. Work on exterior projects on a holiday is not allowed.
4. Interior work causing loud noise (i.e. hammering, use of power tool) in attached homes should be limited to 8AM – 8 PM.

## Vehicles and Equipment

1. Any employees of the contractor must park their vehicles in front of your home (unless parking is restricted) or in your driveway. Contractors and their employees must obey the parking rules of the Applecross Country Club Homeowner's Association with strict attention to No parking areas. **Special attention should be paid to providing adequate room for the access of emergency vehicles at all times.**
2. Contractor's vehicles, trailers and equipment may not be parked on the walking trails, open space and overnight on the property for any reason.
3. **Vehicles and equipment may not be driven over HOA common ground, open space, walking trails, etc. for any reason.**
4. **Unhitched trailers may NEVER be left in the street at ANY time.**
5. Homeowners must obtain written permission to access neighbor's lots and provide such paperwork as a part of their ARB application.

# ACCHOA Homeowner/Vendor/Contractor Agreement Form

6. Dumpsters and other types of refuse containers (trailers) may be used for the removal of trash and debris with the following restrictions:
  - a. Protective material should be placed under the dumpster or trailer to eliminate damage to the driveway.
  - b. Dumpsters and trailers should not be placed on any street, sidewalk, trail or overflow parking area. **THE ONLY LOCATION ALLOWED FOR DUMPSTERS IS THE DRIVEWAY!**
  - c. Dumpsters and trailers should be covered with tarps if left overnight.
  - d. Dumpsters and trailers should be well marked with reflective barriers at both ends set @ 10 feet from each end.
  - e. **The maximum allowable time a dumpster may be parked is 2 weeks. The Community Manager should be contacted for the need for a possible exception.**

## Site management

1. Homeowners and contractors should make every effort to time the delivery of construction and materials with their actual use to limit the amount of time unused materials are 'laying around'.
2. **Construction materials may never be placed on any HOA property to include: streets, overflow parking, common turf areas, trails, and sidewalks.**
3. Construction material and supplies should be stored in the garage or rear yard only. If unusual work is to be done in the front of the house and there is a need to temporarily store materials in the front of the house, the homeowner should contact the Community Manager to discuss the possibility of a storage exception.
4. At the end of each work day, obvious trash and loose debris should be cleaned up and appropriately disposed. Hand tools and should be neatly organized.
5. Any unused construction materials, debris, excessive dirt, etc., should be completely removed from the site when the job is completed.
6. **NO DUMPING** is allowed anywhere on the property.
7. Work should be planned carefully to avoid damage to turf and landscaping. Remediation of damaged turf and landscaping should be completed at the conclusion of the project. When turf is damaged, the area should receive the following remediation: aeration, amended soil layer, seeding, fertilization and straw matting on a grade, watering. Regular watering, as weather dictates, should be completed. Damage to mulch beds, shrubs and trees should also be immediately attended to. All turf remediation must go through the ARB process. If the construction occurs in the winter months (November to March), please develop a turf and landscape remediation plan for the spring to submit to the ARB. Any changes to the plan or plans that were not apart of the original approval **MUST** be reviewed and approved.
8. **Restroom facilities should be made available for a contractor's use so that they do not need to relieve themselves in the common area or in the landscaping on your property. Portable toilets MUST be placed in the driveway ONLY as close to the home as possible. They MUST be removed within one week of project completion.**
9. **No contractor advertising signage may be displayed at any time.**

## Erosion Control

1. The Board uses the Pennsylvania Department of Environmental Protection's Erosion and Sediment Pollution Control Program Manual for determining best practices for erosion control within the community. A copy of the manual can be found on the ARB website. Chapter 4 of the manual details the type and design of the erosion barriers that are recommended for residential projects.
2. Either compost socks or silt fencing can be used as erosion control measures in construction projects. We do require that these be sized, installed and maintained as described in this document (chapter 4).
3. Any construction project that requires disturbing the ground and/or delivery of sand or topsoil will require an erosion plan. Compost socks must be a minimum of twelve (12) inches, staked out carefully according to manufacturer's instructions (we would ask to see a copy of these), and have filter media either appropriately blown or placed by the base. If biodegradable fill was used the socks will need to be replaced after six (6) months of use. Periodic maintenance and inspection will need to occur during the actual construction period. If silt fences are employed, they must be constructed as described in the manual and accordingly maintained and inspected during the project.
4. Erosion control measures should be put fully in place prior to any other construction work (including delivery of materials). The Community Manager should be informed by email that the erosion measures are completed.

# ACCHOA Homeowner/Vendor/Contractor Agreement Form

## Contractor Signature Page

(Form should be completed in blank ink only)

Owner Name (Printed) \_\_\_\_\_ Date: \_\_\_\_\_

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

Owner Name (Printed) \_\_\_\_\_ Date: \_\_\_\_\_

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

General Contractor (Printed) \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Contractor's Signee (Printed) \_\_\_\_\_

Signee's Position: \_\_\_\_\_

Signee's Cell Phone: \_\_\_\_\_

Site Foreman's Name (Printed): \_\_\_\_\_

Site Foreman's Cell Phone #: \_\_\_\_\_

Prior to the start of the project, I will also supply a complete list of any subcontractors to be used for the project, along with their contact information and separate COI's. to HOA Management. The attached Subcontractor's Contact List Form will be used for that purpose.

CONTRACTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# ACCHOA Homeowner/Vendor/Contractor Agreement Form

## Subcontractor's Contact List (Form should be printed in black ink only)

**Subcontractor #1 Company/Name:** \_\_\_\_\_

Provided Service \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Site Foreman: \_\_\_\_\_

Site Foreman's Cell Number: \_\_\_\_\_

**Subcontractor #2 Company/Name:** \_\_\_\_\_

Provided Service \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Site Foreman: \_\_\_\_\_

Site Foreman's Cell Number: \_\_\_\_\_

**Subcontractor #3 Company/Name:** \_\_\_\_\_

Provided Service \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Site Foreman: \_\_\_\_\_

Site Foreman's Cell Number: \_\_\_\_\_