

## **5. Builder/Contractor Guidelines/Work Rules**

### **5.1 Builder/Contractor Responsibilities**

- The builder/contractor is responsible for ensuring that all of their employees, including sub-contractors, are obeying the Builder/Contractor Guidelines/Work Rules as presented in the Pre-Construction Meeting. A copy of the Work Rules must be posted on the construction sign, in English and Spanish. The posting of this information is the responsibility of the builder/contractor.
- All permits must be obtained and displayed before clearing any lot or beginning construction.
- The builder/contractor must ensure that any assessed fine is paid within the designated time period and any violation has been corrected.
- For new builds and major renovations, a pre-construction meeting is required.
- The builder/contractor must show proof of liability insurance and workman's compensation insurance before any work can begin. Required for New Builds and Major Renovations

### **5.2 Work Time and Days**

- Construction hours are 7:00 a.m. to 6:00 p.m., Monday through Friday. Workers must be off Wexford property by 6:00 p.m.
- Permission to perform work on Saturday or outside of normal work hours must be requested, in advance, and approved by the ASC Administrator or their designee.
- Construction work may not be performed on the following days: Weekends, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

### **5.3 Posting of Permits**

- The builder/contractor must place a residential construction sign before any clearing or construction on a lot begins. The construction sign must meet the specifications reviewed in the Pre-Construction Meeting. All documents will be placed in plastic covers or laminated and will be affixed to the construction sign so they can be read. All documents will be on one side of the display board facing the street.
- The display board will be as shown on the ASC approved site plan.
- No permits, notices, plans, work rules or any other item will be nailed, tacked or attached to any tree.
- Builders/contractors will immediately display permits when they are received.

### **5.4 Use of Common Property**

- Builders/contractors may not use any Wexford common property unless first requesting and receiving written permission from the Wexford General Manager. The Wexford common property will include but is not limited to roads, leisure trails, grass areas, landscaping, golf cart paths, etc.
- Builders/contractors will reimburse Wexford for the cost of repairing or replacing any damaged or destroyed property, equipment, or supplies caused by their employees. Additional cost will include labor provided by Wexford to repair or replace damaged or destroyed property.
- All common property must be restored to the condition that existed before the clearing or construction commenced.

### **5.5 Use of Private Property**

- Builders/contractors may not access or use any private property unless first receiving written permission from the property owner. A copy of the written permission will be provided to the ASC office.
- Workers may not use the facilities, electricity or water from another construction site or residence unless written permission has been obtained first.
- Workers will not access or use private property as a short cut to get to a construction site.

- All private property must be returned to the condition that existed before the use of such property began unless written permission from the property owner has been obtained stating that returning the property to such condition is not required.

## **5.6 Parking**

- Basecoat rock must be placed on site, in accordance to the approved site plan to help maintain the edge of the roads and reduce the dirt on the primary roads. Placement will be determined by the ASC Administrator.
- Builders/contractors may not park any vehicle, trailer or equipment on any Wexford common property unless written permission has been obtained from the Wexford General Manager. This includes the shoulder of roadways.
- Builders/contractors may not park any vehicle, trailer or equipment on any private property unless written permission has been obtained from the property owner.
- All vehicles, trailers and equipment must be parked on the construction site unless Wexford Security Department or the ASC Administrator has authorized permission to park on the street.
- Vehicles parked on the street must be on the side that is designated by the Wexford Security Department. One lane for vehicle travel must be left open at all times. Vehicles from all construction sites must be parked on the same side. Vehicles will not block any driveway.
- Cars, trucks and vans may not be left at a construction site overnight unless approved in advanced by the Wexford Security Department or the ASC Administrator.
- Parking conditions will vary at each work site. The ASC Administrator will work with each builder/contractor to develop a parking solution for each site. The parking plan must be reviewed and approved by the ASC.

## **5.7 Equipment Storage**

- Equipment that is needed on a construction site may be left on the site until no longer needed. Equipment does not include cars, trucks or vans.
- Equipment will be placed in the garage (when available) or other location where the equipment is least visible.
- If the equipment cannot be placed inside the structure, it is to be parked as close as possible to the structure. It does not have to touch the structure.
- Equipment is not to be left on a side that faces the Harbour.
- If one side of the property faces a vacant lot the equipment is to be stored on that side.
- Equipment that is no longer required at a construction site must be removed from Wexford. Equipment will include trailers, forklifts, backhoes, mixers, etc.
- Failure to comply with the above rules will result in a fine of \$250.00 and a requirement to remove the equipment from Wexford.

## **5.8 Construction Supply Storage**

- Builders/contractors may not store any construction supplies or material on any Wexford common property or private property unless written permission has been obtained in advance from the Wexford General Manager or the property owner.

## **5.9 Maintenance of Construction Sites**

- Builders/contractors are required to maintain construction sites in a neat and orderly condition. Before completing work for the day the builder/contractor is to ensure that the site is cleaned. All trash is to be placed in a dumpster or trashcan.
- Construction waste is to be placed in the dumpster. This includes broken bricks or blocks, plastic containers, wood, bags, paper, plastic, etc.

- A debris fence is to be placed around three sides of all construction sites to prevent waste and trash from getting into the Harbour, any lagoon, the marsh or other properties.
- Builders/contractors must also place debris fences around all catch basins to prevent debris from entering the storm sewer system.
- Any equipment that is left on a construction site must be secured.
- Any debris that leaves the construction site must be cleaned up immediately.
- Construction supplies will be stacked and stored in a neat and orderly fashion.
- If a construction site requires cleaning by Wexford personnel, due to a lack of responsiveness by the builder/contractor, the builder/contractor will be billed at a rate of \$20.00 per hour for each employee that is required to clean the site in addition to a fine of not less than \$50.00.

### **5.10 Placement and Use of Dumpsters**

- A dumpster is a requirement for each work site. Builders/contractors must obtain a dumpster that is large enough to handle the expected debris and trash that is produced at the construction site.
- Builders/contractors are not to use the dumpsters that are on Wexford common property or on the private property of others.
- The dumpster must be emptied or replaced when the full line is reached.
- A dumpster may not be placed on Wexford common property or on the private property of others unless written permission has been received in advance.
- Any debris that is left on the ground due to a full dumpster must be placed in one pile covered with a tarp. The debris will immediately be placed in a dumpster when a dumpster is returned. Debris may not be left on the ground for an extended period of time.
- Builders/contractors are to schedule the removal of a full dumpster to avoid being fined.
- Dumpster must be tarped and lashed at the end of each work day and on weekends.
- Dumpster must be completely screened if needed for more than 4 weeks.

### **5.11 Worker Transportation**

- All vehicles that enter Wexford are subject to being searched.
- All drivers must have a valid driver's license in their possession.
- All vehicles must have current automobile insurance.
- Vehicles must have a valid commercial decal or daily pass issued by the Wexford Security Department to be granted entrance to Wexford.
- Vehicle operators must take the most direct route to the construction/work site.
- Vehicle operators must comply with all parking rules and all traffic laws.
- Builders/contractors/workers may not bring bicycles in to Wexford.
- Workers may not walk to a construction/work site.
- Workers may not gather on Wexford property to wait for transportation.
- Workers must notify employers of the need for transportation before arriving.
- Wexford common property and the private property of others may not be used for short cuts or U-turns.
- Commercial vehicle decals may be removed and access denied for failure to obey the rules.

### **5.12 Placement of Portable Toilets**

- For new builds, the builders/contractors must place at least one portable toilet on each construction site. For all other approved construction, a portable toilet may be placed at the site as needed.
- The portable toilets will be emptied on a regular basis, depending on size of work crew. They must be emptied more frequently during summer months.

- The portable toilet is to be screened from view.
- If there is a vacant lot on one side of the structure, the toilet is to be placed on that side.

### **5.13 Use of Wexford Facilities**

- Builders/contractors and their employees may not use any Wexford facilities, equipment, supplies, water, ice or electricity unless written permission has been received from the Wexford General Manager or a Department Manager.
- Builders/contractors and their employees will not purchase food items from the Wexford Clubhouse or the Harbour Center.
- Contractor employees will not enter the employee-only areas of the Wexford Clubhouse for any reason.

### **5.14 Removal of Debris**

- Builders/contractors and yard workers are responsible for removing all debris from Wexford. Debris will include lot clearing, yard work and construction material.
- Yard debris may not be placed on any private property, in the Harbour, in any lagoon or on any common property.
- Debris may not be burned on Wexford Plantation Property.
- Yard workers may not blow, rake or shovel yard debris on to any street, cart path, leisure trail, into any storm drains or into the Harbour.

### **5.15 Miscellaneous**

- Wexford assumes no liability for equipment left on job sites.
- Builders/contractors may not bring family members or animals to construction sites. This does not apply to property owners that are the builder or contractor or if a family member is employed by the builder or contractor and is working on the construction site.
- Power cords may not be laid across a roadway unless prior approval has been given by the Wexford Security Department. Cords must be covered with a material that prevents the cords from being damaged or cut.
- All work must be performed on the construction site unless written approval to work at another location has been given by the Wexford General Manager, a Department Manager or the property owner.
- Builders/contractors must immediately report to the Wexford Security Department any broken water line(s) or cut power line(s).
- Workers are not allowed to fish or crab in the Harbour or from the floating dock areas.
- Music must be played at a level so that it cannot be heard beyond the construction site.
- Workers may not bring or possess any weapon in Wexford.
- Workers must discard all personal trash in appropriate containers on the job site, or will be subject to a fine.

### **5.16 Emergency Preparedness Requirements**

- In the event of an emergency that requires evacuation or closure of the work site, builders/contractors will: remove all equipment; place all supplies inside the structure or remove from Wexford; take down, remove or secure all scaffolding and turn off power and water to the work site. All workers will leave Wexford after this has been accomplished.
- Builder/contractor will notify the ASC Administrator when the work site has been secured.

### **5.17 Removal, Closure or Fines for Failure to Comply with Work Rules**

- The Wexford Security Department or the ASC Administrator will have the authority to close a construction site and direct the workers to leave Wexford for failure to abide by the Builder/Contractor

Guidelines/Work Rules. Workers may not return to a construction site until assessed fines have been paid and/or a violation has been corrected.

- All fines must be paid at the Wexford Gatehouse between 9 am & 2 pm, M-F. All fines must be paid within 3 business days or the construction site may be closed.
- Construction workers may not remove any tape, signs or any other barrier that has been placed there by Wexford Security to identify the closure of a construction site. Only the Wexford Security Department or the ASC Administrator will remove all tape, signs or barriers that have been placed on a construction site.
- Builders, contractors and their employees will not engage in arguing or fighting with Wexford Security Officers or the ASC Administrator who are enforcing the Builder/Contractor Guidelines/Work Rules. Builders, contractors or their employees may inquire and discuss with the Wexford Security Officer the cause of the fine or the closure. A violation of this rule will result in possible permanent removal from Wexford and may initiate criminal charges.
- Fines for violations will begin at a minimum of \$100.00 per violation per day and may reach a maximum of \$250.00 per violation per day.

#### **5.18 Penalties for non-compliance of Section 5 - Builder/Contractor Guidelines/Work Rules**

1. 1<sup>st</sup> offense – WARNING
2. All subsequent offenses - \$100- \$250 (depends on severity and frequency of the violation)

Confrontation with or disrespect of Security Officer or ASC Administrator

1. \$250 for each violation & report to be given to the GM and Board of Directors for possible Board action

#### **6. Application for Design Review - Design Review Applications is in "Forms" section**