

Dear Hawthorne Place Unit Owner,

We would like to remind you of the following requirements of Hawthorne Place before any work in your unit commences:

Contractor Authorization Form

A contractor authorization form must be completed by the unit owner and provided to the management office.

Insurance

All Contractors must provide a Certificate of Insurance naming Hawthorne Place Condominium and Barkan Management Company as additional insured as follows:

- Comprehensive General Liability (CGL) Insurance  
Minimum Required Limit - \$500,000
- Workmen's Compensation Insurance  
Minimum State Statutory Requirements

Licenses & Permits

A copy of the Contractor's Construction Licenses must be on file with the management office. For general contractors, please provide a copy of each sub-contractors license as well.

All permits, as required by the City of Boston, must be applied for and received in advance.

**IT IS THE RESPONSIBILITY OF THE UNIT OWNER TO ENSURE THAT THE CONTRACTOR HAS RECEIVED CONSTRUCTION PERMITS AS REQUIRED BY THE COMMONWEALTH OF MASSACHUSETTS AND THE CITY OF BOSTON.**

Loading Dock and Elevator Reservations

All tools, equipment and material coming in and out of the building must be delivered through the loading dock and only the service/freight elevator may be used. To schedule the exclusive use of the service elevator, please contact the management office. A damage deposit of \$250.00 is required and must be received before the elevator reservation can be confirmed. The damage deposit will be returned after the job is complete and the elevator inspected for damages.

Parking

Hawthorne Place does not provide parking for contractors. Contractors may use the loading dock behind Building Two to load/unload material and then must immediately move their vehicle. Vehicles illegally parked will be towed.

### Utility Services

Request for common area utility shutdown, including plumbing and piping repairs, must be made at least one week in advance with the management office. Prior to relocating or replacing the HVAC/convector unit, you must first contact the management office for specific guidelines for this work as it may affect the heating/cooling system for the building.

### Work Hours

Work hours are strictly enforced Monday through Friday from 8:30 a.m. to 4:30 p.m. No work can be performed on Saturday, Sunday or Holidays.

### Debris Removal & Clean Up

Unit owners must make arrangements with their Contractor for debris removal. Construction material cannot be disposed of in the common area waste containers. The common areas must be left in a neat, clean and safe condition at the end of the workday. Contractors must provide their own cleaning material and equipment.

Should you have any questions or concerns, please feel free to contact the management office at 617/723-4937.