



Errol by the sea

**4501 S. ATLANTIC AVENUE
NEW SMYRNA BEACH, FLORIDA 32169
(386) 427-3641**

Vendor Policy and Procedures

Errol by the Sea welcomes all vendor personnel and trades people who are providing services and goods to our owners. Please take the time to read these instructions.

It is the objective of these rules and policies to facilitate the efforts of all contractors and service providers by establishing procedures that will enable them to do their jobs in an efficient, timely way while at the same time respecting the rights of other trades people, owners, guests and staff personnel and to maintain the integrity of the building, its facilities and grounds. Failure to comply with these rules may result in a fine of \$100 per occurrence per day and fine(s) must be paid prior to re-entry. After three such occurrences access to the building may be denied.

The Errol by the Sea Board of Directors implemented:

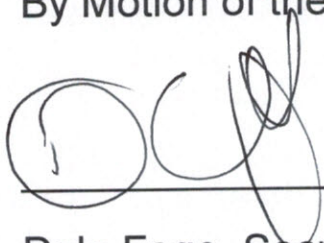
1. Contractors/trades people and owners' acting as contractor are required to register with the Errol office prior to commencing work. Evidence of the following credentials must be presented:
 - i. General Liability Insurance \$1,000,000. In place
 - ii. Workers Compensation Insurance \$500,000. In place
 - iii. Motor Vehicle Insurance \$100,000. In place

- iv. Listing Errol by the Sea Condominium as Certificate Holder (or Exempt Certificate), Current Business License.
2. Contractors will wear the Errol by the Sea Vest while on property, and return to office. This ensures all actively licensed and insurance vendors may proceed with work without interruptions.
3. Contractor personnel and trades people may access the building Monday thru Friday from 9:00 AM to 5:00 PM (except holidays). No exceptions without management approval. You must notify the front desk upon leaving the property each day.
4. Absolutely no staying overnight in a unit.
5. The vendor should take before and after pictures of the work they are to do, and any common area they will be traversing.
6. Common Area's must be cleaned every night.
7. All work will be inspected by the Community Association Manger (CAM) or its designated agent.
8. Tools and materials must be exclusively brought in through the West Elevator (pads available in office). No work may be done on the balconies & walkways at all.
9. Prior arrangements should be made by the owner and contractor personnel and trades people with the Errol office, without which access may be denied. Box trucks or trucks with trailers must be scheduled in advance for parking in designated area only. Deliveries are to be scheduled in advance and coordinated with the owner along with the management staff.
10. Provided all credentials are current and on record in the Errol office, and provided that prior arrangements at least 1 week in advance have been made with the Errol Office personnel, contractor personnel may commence work.

11. Contractor personnel and those making deliveries must use the designated padded service elevator which is the West Elevator located nearest the entrance. Contractor must ensure that the padding remains in place and that all efforts are made to protect the elevator, elevator lobby, railings, and floor coatings from damage. This includes no dragging materials across the walkways.
12. Contractor personnel and trades people are to provide their own receptacles and are responsible for removal of all trash and debris from Errol of the Sea premises including any that might have fallen from balconies. Errol by the Sea garbage disposal facilities are not to be used. Please be sure that you leave all common area clean, and this includes the balconies.
13. Please report promptly to the management staff any damage to elevator, elevator lobby, railings or walkway whether or not you are the responsible party.
14. Smoking & vaping is prohibited by contractor/vendors while on Errol by the Sea Property, this includes all parking area. Designated smoking areas may be used.

Again, we thank you for your compliance with these rules and for your cooperation in helping to maintain the appearance, cleanliness and integrity of the building. If you have questions, concerns or suggestions, please contact the Errol by the Sea Office by email Manager@ErrolByTheSea.com or at (386) 427-3641.

By Motion of the Board of Directors on January 20, 2018



Dale Fage, Secretary of Errol By The Sea Board of Directors