

PISMO BEACH MOBILE HOME PARK INC.

CONTRACTOR TEMPORARY HOUSING POLICY

1. EXISTING RULES REMAIN IN FORCE: Existing requirements of the PBMHP Rules and Regulations (June 14, 2013) Rule VI (B) (Page 13) and the related Appendix (page 27) regarding contractors/handyman shall remain in force.

2. CONTRACTOR TEMPORARY HOUSING PERMISSION: Shareholders must REQUEST PERMISSION from the Park Operations Committee (POC) at least 15 days in advance to provide Contractor Temporary Housing. This must be in the form of a written letter and a copy of the letter must also be provided to the Board of Directors. The Shareholder's request for permission must include, at a minimum, the following information:

- a. Project Description: A description of the construction project to be done at the residence, i.e., kitchen remodel, interior plastering, painting, etc.
- b. Start / Completion Dates: The proposed date that construction activities will start and the estimated completion date. (Contractors WILL NOT be allowed to be housed in the Park except during the construction period.)
- c. Contractor's Information: The contractor's name, business name, address, contractor's license number, if applicable, and phone number. (A cell phone number must also be provided for immediate contact by the Park if needed.)

3. CONTRACTOR TEMPORARY HOUSING LIMITATIONS: Shareholders may provide temporary housing to contractors in the home that is being re-modeled under the following conditions:

- a. Park Rules: All contractors (housed and non-housed) MUST agree to abide by all Park Rules including Rule VI (B)
- b. Construction Plans: Housed Contractors AND the Shareholder must provide the Park Operations Committee a construction plan detailing the start and completion date of the work (see #2 above).

c. Contractors may work on the interior and exterior of the residence between the hours of 7:00 AM and 5:00 PM Monday through Saturday. Housed Contractors may remain in the residence but may NOT work outside the residence on Sundays and Holidays.

d. Vehicles, trailers, tools and construction materials must be removed from the park or stored in the resident's driveway overnight.

(Continued—Temporary Housing Policy)

4. MAXIMUM CONSTRUCTION PERIOD: Construction Periods are LIMITED TO 90 DAYS. The construction project must be completed within 90 days of the start-date.

5. CONSTRUCTION PERIOD EXTENSIONS: Shareholders/Contractors may request ONLY ONE EXTENSION of the 90-day Construction Period. No contractor

construction project shall last more than 6 months from the start of construction, including requested extensions.

6. INSIDE CONSTRUCTION: Any work being conducted inside the residence may continue no later than 10:00 PM and MUST NOT BE AUDIBLE at the property line of the nearest neighboring Shareholder residence after 5:00 PM.

7. OUTSIDE CONSTRUCTION: Any work being conducted outside the residence must be stopped no later than 5:00 PM, Monday through Saturday and MUST NOT cause construction dust or debris to extend beyond the space property line, nor may any contractor tool, implement or device be placed on a neighboring residence's property.

8. CONSTRUCTION DEBRIS: All construction debris must be disposed of offsite (municipal dump, etc.). NO CONSTRUCTION DEBRIS MAY BE DISPOSED OF IN PARK BINS.

9. CONTRACTORS ARE NOT GUESTS: Contractors that are being temporarily housed by the Shareholder for the duration of an approved project are NOT considered "guests" in the Park. They are not allowed to use any Park facilities or amenities during their stay at the residence.

10. PERIODIC INSPECTIONS: Periodic inspections may be conducted by the POC to confirm that reasonable progress is being made on the project such that all work can be completed within the 90-day Construction Period. Should the POC believe the completion date is in jeopardy, the Shareholder will be contacted and required to meet with the contractor and POC to establish a revised completion date that is permitted within this Policy.

SHAREHOLDER AND CONTRACTOR ACKNOWLEDGMENT

SHAREHOLDER ACKNOWLEDGMENT:

I / WE, being the legal Shareholders of the residence located at SPACE #____, have read and understand the terms and conditions of the PBMHP Contractor Housing Policy and agree to abide by and follow the Policy including all applicable Park Rules and Regulations.

Furthermore, I / WE agree to be fully and completely responsible for the actions and activities of the Contractor(s) named herein for the duration of all construction activities. We agree to:

1. Allow said Contractors the use of our residence during the stated construction period;
2. Allow periodic inspection of the progress being made by said Contractor(s) by a representative of the PBMHP POC; and
3. Halt all work being done by the Contractor(s) and remove them from Park premises should any violation of this Policy or Park Rules and Regulations occur during the course of completing the project.

Signed: _____

Date: _____

CONTRACTOR ACKNOWLEDGEMENT:

I / WE, being the above Shareholder's Contractor, have read and understand the terms and conditions of the PBMHP Contractor Housing Policy and agree to abide by and follow the Policy including all applicable Park Rules and Regulations.

Signed: _____

Date: _____

Name(s):

Contractor's Business Name: _____

Contractor's Address: _____

Contractor's Business License (If Applicable) _____

Contractor's Daytime Phone: _____

Contractor's After Hours Phone: _____

APPROVED BY POC:

Signed: _____

Date: _____

SHAREHOLDERS REQUEST FOR CONTRACTOR
TEMPORARY HOUSING

To: Pismo Beach Mobile Home Park
Board of Directors
Park Operations Committee

RE: SPACE # _____

I am requesting authorization to allow temporary housing at my residence for my contractor/handyman during construction work at my home. I understand approval from the Park Operations Committee is required prior to commencing work. If approved, the contractor and myself will sign the required documents outlining the conditions.

The work will include:

The work is estimated to take approximately _____ weeks to complete.
Construction will start on ____/____/____ and will be completed by
____/____/____.

Contractor/Handyman information is as follows:

Business Name: _____

Name: _____

Address: _____

Business License # (If Applicable) _____

Daytime Phone: _____

After Hours Phone: _____

Thank you

Shareholder(s)

Date:
