

RULES FOR CONTRACTORS

Dear Homeowner,

Please provide these Portola Ranch Association rules to your contractor to guide them in their work practices. These rules cover all construction, painting, roofing and landscape contractors.

THE HOMEOWNER IS RESPONSIBLE FOR THE IMPLEMENTATION OF CONTRACTOR RULES AS WELL AS ALL LIFE AND FIRE SAFETY AT THE JOB SITE.

NOISE

- Construction hours are 8:00 a.m. to 5:00 p.m., Monday - Friday.
- Holiday work is not permitted.
- Domestic garden tools may also be used on Saturday, 10:00 a.m. to 5:00 p.m. (Portola Valley Ordinance No. 2009-380).
- The town building inspector or his or her agent may, at his or her discretion, authorize construction activity to take place during prohibited times if health or safety of persons or property is threatened.
- No radios or other audio equipment may be played outside of residences.

DESIGN GUIDELINES

- Construction must be limited to approved plans. Any changes or additions to the exterior of the home or landscaping require Design Committee approval.

VEHICLES

- Worker vehicles must be parked in the APEs (auxiliary parking spaces) or homeowner's driveway when available. **Do not park on dry grass.** (See "Fire Safety" below)
- Deliveries of materials may be unloaded at the job site, but the delivery vehicle must be moved to the APE upon completion of unloading.
- Do not block neighbors' driveways. If it is necessary to block a neighbor's driveway, the contractor must notify the neighbor in advance to provide them the opportunity to move their vehicles.
- Vehicles may not go off road without permission from the Office.

STORAGE OF BUILDING MATERIAL

- When possible, all building material should be stored in the carport/garage or other location shielded from public view as opposed to an APE. Material should be stored in a neat and orderly manner.
- If it is necessary to store flammable material on the ground, it should be at least 30 feet from any structure and covered by a flameproof tarp.
- Never store flammable material under a deck or cantilevered portion of any structure.

USE OF APES

- Ranch Manager or Board President approval is required for the use of an APE for temporary storage of materials (not to exceed 30 days without obtaining approval from the Board of Directors). Please keep materials compact and neat. Clean up public areas every day. If work results in mud or other debris on the streets and APEs, it may be necessary to clean the streets and/or APEs to return them to normal condition at the end of each day.
- Do not use the street for construction work.

SIGNS

- No contractor or other trade signs are allowed.

PORTABLE TOILETS

- If a portable toilet is brought to the job site, it should be covered on three sides with a suitable earth or tan colored material to shield the toilet from street view. Orient toilet so door and unshielded side face the job site.

FIRE SAFETY

- Portola Valley Ranch is in a high fire risk area. We value our homes and the land around us and have taken serious measures to protect them.
- **Any fire, no matter how small, must be reported immediately by calling 911.**
- **All contractors (including Landscapers)**
 - Commercial grade dry chemical fire extinguishers (classification 3-A: 40-B: C) must be on the job site at all times.
 - If the Woodside Fire Protection District has issued a **High Fire Danger** warning (signs are posted at the entrances to Portola Valley Ranch), please use extreme caution with any motorized tools and/or flammable materials.
 - If the National Weather Service has issued a **Red Flag Warning or a Fire Weather Watch**, contractors must cease outdoor work with motor tools after 11:00 a.m. and postpone all work involving tar pots, chain saws, welding or weed whackers until warnings have been removed.
 - Use great care with all flammable materials and with tools that could cause sparks or start fires. Paint- or solvent-contaminated rags must be removed from the job site daily.
 - Smoking is allowed ONLY under the following circumstances:
 - The Homeowner designates a smoking area on or next to the job site.
 - The Homeowner provides a sand-filled metal container as an ashtray.
 - You are not near any wildland vegetation or area.
 - **Do not park vehicles on dry grass.** Besides possibly causing sparks, vehicles can drip oil or gasoline that makes grass even more flammable. An exception may be made if a vehicle must be close to a structure while pouring concrete or moving materials into a structure. In such cases, either park on a flameproof tarp or create a fuel-free zone and restore the ground to its original condition as necessary.
 - **Avoid driving through dry grass whenever possible.** If driving through dry grass is necessary to access a worksite, grass must be weed-whacked first and cut grass removed from the site. If "High Fire Danger" signs are posted, use extreme caution.
 - **Do not refill chainsaws and other motor equipment on dry grass.** Keep gas and oil in a shady, vegetation-free place and re-fill at that site only. If no such area is available, create a fuel-free work station using a flameproof tarp.
- **Roofers:**
 - Tar pots
 - Wherever possible, tar pots must be located on asphalt or concrete surfaces only. **Never** locate tar pot under overhanging tree branches or on any flammable surface.
 - Place 15 lb. asphalt paper (felt) on concrete or asphalt before positioning the tar pot to protect the surface from molten tar spills.
 - You must have an approved fire extinguisher near the tar pot AND on the roof where the work is being done.

DEBRIS AND DEBRIS BOXES

- Loose debris accumulating at the job site must be removed within 5 days. The contractor is to coordinate the debris box location with the Portola Ranch Association Ranch Manager. Debris boxes must be removed within 5 days from the date they are positioned.

ANIMALS

- No animals are allowed on the job site.

ACCESS TO PROPERTY OTHER THAN HOMEOWNER

- If it is necessary to cross adjoining, non-adjoining or common area property(ies) to execute a project, the Homeowner must obtain approval from the Association Board of Directors by submitting the following to the Ranch Manager who will coordinate obtaining Board approval:
 - Permission letters from the Homeowner(s) over whose property access is requested
 - Statement of which property(ies) will be crossed and the type of equipment and material that will be transported across the property(ies)
 - Statement of the estimated number of times the affected property(ies) will be crossed and the window of dates during which this access is required
- To gain approval, a compelling need must be demonstrated by showing that such crossing is the only feasible way to accomplish the applicant's construction. Reduced cost shall not, in itself, constitute a compelling need.
- If approval is granted, the Homeowner is responsible for the actions of any contractor during access. The Association will determine if damage has occurred during the crossing and will assess the Homeowner for the cost of repair.

TERMINATION OF CONSTRUCTION ACTIVITY

- If construction activity is halted for more than one month, debris box, portable toilet, building material and any other construction accessory must be removed from the exterior of the job site.

NON COMPLIANCE WITH CONTRACTOR RULES

- When contractor rules are violated, Portola Ranch Association management will verbally notify the Homeowner and the contractor of the infraction. If compliance is not achieved, a written warning to the Homeowner and the contractor will be issued stating what rules have been violated. The written warning will state the dates of violation and a date by which the violation is to be corrected. A fine of \$25 or \$50 per day, depending on the violation, will be assessed to the Homeowner if the violation is not corrected by the required date of correction on the written notice.

ASSOCIATION CONTACTS

- The Manager may be contacted at (650) 851-1811 if you have questions or need to notify the Manager about any of your activities.
- The address is: 1 Indian Crossing, Portola Valley, California 94028.