

THOUSAND ISLAND PARK CORPORATION

Contractor Licensing Policy

Rules governing exterior maintenance, repairs & construction

1. CONTRACTOR/SUB-CONTRACTOR LICENSE:

In April 2012, the Thousand Island Park Corporation instituted a Contractor License program. *All contractors and sub-contractors working in T. I. Park must register and be licensed by the TI Park Corp. on an annual basis.* To obtain a new license or renew an existing license, Contractors and Sub-Contractors must complete and sign a *Licensing Form* and submit it along with a current Certificate of Insurance to the TI Park Corp. Office. The Corporation maintains a list of "Registered Contractors," which is published on our website and made available to all TI Park owners/residents upon request. No contractor will be allowed to work in T. I. Park unless he/she is licensed by the Corporation Office.

2. PERMITS:

Permits are required for all contracted work (apart from painting) performed on the **exterior** of cottages and for **all work** performed on boathouses, docks, and sheds or accessory buildings. A permit application must be completed and submitted for review and approval before a permit can be issued. Work Permit applications are available online at www.tiparkcorp.com or at the TI Park Corp. Office.

Any work that alters the exterior design or appearance of a structure must be approved by the Preservation Board before a permit can be issued. Preservation Permits require a fee equal to 1% of the total estimated construction cost (including labor and materials), with a minimum fee of \$10 and a maximum of \$450 for large-scale projects such as additions or renovations. For smaller projects, a short-form application is available with a flat \$10 fee. The Preservation Board meets periodically throughout the year. Permit applications can be found online at our website or in person at the Corporation office.

Permits for exterior work expire one year from issuance. No permitted project is to be worked on during more than one summer season (June 1-Labor Day). After work is performed during the summer season, work will be suspended by June 1 and not restarted until after Labor Day.

Replacement of existing materials (porches, steps, roofs, etc.), which do not change the exterior design of the house, requires a regular work permit. However, if an existing material or project is in direct violation of our current Preservation Code, Preservation Board approval may be needed.



"Any reconstruction of a non-conforming structure with this district must follow the new construction guidelines. Preexisting status will not be allowed as a reason for noncompliance with the building guidelines for this area (2002)."

Jacking and leveling of a cottage requires a regular work permit. Any removal of trees requires Corporation approval.

Although interior work does not require a permit from the Corporation, one may be required from the Town of Orleans and/or Jefferson County. Please check with the Town of Orleans (phone 315-658-9950) and Jefferson County Code Enforcement Officers (phone 315-785-7735) for permit requirements for the Town and County before beginning a project.

3. INSURANCE:

Each contractor must have a current certificate of insurance for \$1,000,000 per occurrence/\$2,000,000 aggregate and proof of Workman's Comp (when applicable), and have a current TI Park Contractor License before a permit will be issued. The certificate should list Thousand Island Park Corporation as the Certificate Holder. Each subcontractor who works as an independent contractor must also have a similar certificate of insurance with general liability limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on file with the Corporation office, or must provide proof that subcontractor is included on the General Contractor's insurance policy as either an employee or covered subcontractor. Such proof can be provided by a signed statement on General Contractor's letterhead acknowledging status of subcontractor as insured as above. Please make sure that you have a current up-to-date certificate in our office. Failure to do so would result in permit approval delay and stop work orders.

4. HOURS:

Contractors are permitted to work in the Park between 8 a.m. and 5 p.m. Monday through Friday and from 9 a.m. to 5 p.m. on Saturdays. Contractors, except in emergency situations, may not commence operation of power tools while working in the Park before 8 a.m. weekdays and 9 a.m. Saturdays from June 21st to Labor Day. Work may continue later than 5 p.m. if necessary, but the Corporation asks that contractors be sensitive to the need for quiet that exists after normal business hours. If objections to extended hours are received from the residents, the Corporation will enforce the 8 a.m. to 5 p.m. regulation. Work is not permitted on Sundays or National Holidays without special permission from the office. This regulation applies to landscaping and grounds-keeping contractors as well as to construction contractors.



5. NOISE:

The Corporation asks that contractors be considerate of neighboring residents in the Park

Regarding the level of noise created. While recognizing that construction work is often unavoidably noisy, we ask for your cooperation in refraining from playing loud music while working. Noise restrictions apply similarly to landscaping and grounds-keeping contractors; equipment, which creates loud noise, should not be operated except during those hours specified above.

6. PARKING:

Since Park regulations restrict the number of vehicles to be parked at a cottage to two, workers should park their vehicles at the storage garages or at the nearest designated parking area, after unloading tools and supplies at the job site. ***Under no circumstances are vehicles to be parked on sidewalks or along the Coastline, they are not to obstruct roads or driveways, nor are they to be parked on streets.*** If you are unsure where the nearest designated parking area is, please check with the Corporation office.

Large construction equipment such as excavators, backhoes, and other heavy equipment need not be removed nightly, but must be removed as soon as they are not being used for current operations, if they are stored on the cottage lot. Otherwise, that equipment must be removed nightly and taken to an off-park location.

7. SPEED LIMIT:

Contractors and workmen must stop at all stop signs or drive the posted speed limit. The speed limit in Thousand Island Park is 15 mph. Please observe this speed limit or you may be subject to fines.

8. DOGS:

Contractors and workmen are prohibited from bringing their dogs to the job site. Due to an increase in problems created by unsupervised dogs, we must ask you to refrain from bringing your pets with you to work.

9. SITE CONDITIONS & CLEAN-UP:

Extreme care should be taken to keep the Lot, sidewalks and surrounding roadways in as good condition as circumstances allow.



Serious effort must be made to minimize dirt, ruts and avoid damage. *It is the responsibility of the Contractor to leave the work site and surrounding area in a condition that is as good as it was before construction began.*

This requires that debris be removed and surrounding lawns and drives be repaired if any damage was done to them during construction. Sidewalks should be given *special attention* by Contractors while working on a site. Any damage to sidewalks will be the responsibility of the Contractor to fix, per Corporation requirements. Failure to fix sidewalks will result in removal of the Contractor's T. I. Park license.

10. VIOLATIONS & PENALTIES:

If any contractor or sub-contractor working in T.I. Park is found to be in violation of any of the above regulations, they will receive a written warning. If a contractor/sub-contractor receives three warnings in any one calendar year, their License to work in T. I. Park will be rescinded and they/their company will be removed from the "Approved Licensed Contractors" list. In addition to losing good standing with the Corporation, the Contractor will be precluded from further work on T. I. Park until the Board meets to discuss corrective action. The Contractor is susceptible to disciplinary action that can result in fines and/or suspension from working on Corporation property. The granting or denial of licenses and establishment of license fees, fines and penalties are matters solely within the discretion of the Board of Directors.

Any contractor who undertakes work in the Park without ensuring the required Historic Preservation Permit has been issued shall be subject to penalties on an escalating basis, namely (1) a \$500 fine for the first violation in the calendar year, (2) a \$1500 fine for the second violation in the same calendar year, and (3) suspension of their License to work in the Park in the event of three violations in the same calendar year. Suspension will continue until such a time as the Board of Directors deems it appropriate to reinstate the Contractor's License. For the avoidance of doubt, the aforementioned penalties are in addition to any penalties otherwise imposed in accordance with Articles V or VII of this code.

Thank you for your cooperation in observing our established rules and regulations. We hope this summer is a busy and successful one for you. If you have any questions regarding any of the above, or if the Corporation office can be of any assistance to you, please do not hesitate to contact us.

