



Renovation and Construction Registration and Information Packet

Dear Unit Owner,

This packet serves as a guide for your upcoming renovation project. The Association and its Team Members are pleased to partner with you and are committed to ensuring your project is executed professionally, safely, and in full compliance with the rules and regulations set forth by the Association, as well as the code requirements established by local authorities.

Renovating within a shared residential building requires careful coordination. This information is designed to provide a clear framework for a successful project that respects the community and minimizes disruption to your neighbors.

Within this guide, you will find essential information pertaining to:

- Building regulations, permitted work hours, and contractor requirements.
- Procedures for booking service elevators and managing debris removal.
- Contact information for building management.
- Details regarding the required project information.

Adherence to these guidelines is mandatory and essential for a smooth process. Please do not hesitate to contact the management team to coordinate the initial steps and get your project started in the right direction, and to reach a successful conclusion.

We look forward to helping you to transform your home while maintaining a respectful and orderly environment for the entire community.

Management Team

Michael Perez – Chief Engineer

All technical or construction related questions.
chiefengineer@thehopkinsonhouse.com

Jason Love – Assistant Manager

Submit forms and documents including contractor plans, insurance, and licenses.
assistantmanager@thehopkinsonhouse.com

Gary van Niekerk, CMCA, AMS

General Manager
generalmanager@thehopkinsonhouse.com

GENERAL INFORMATION

The following are examples of renovations or repairs that are subject to the rules and regulations that govern renovations or repairs. This is not intended to be an all-inclusive list and is merely an example. Information regarding requirement documents is also listed. Please contact our management team if you have any questions.

- General carpentry such as wall partitions, closets systems or bookshelves.
- Electrical modifications such as new lighting and outlets.
- Plumbing repairs or alterations such as faucets, valves, shower diverters and drains.
- Major appliances either additions or replacements (No electric stoves permitted)
 - Washer and dryer installation are limited due to building infrastructure. Please contact management prior to purchasing appliances.
- Parquet wood flooring removal and disposal.
- Painting and wallpaper
- Tub glazing

DOCUMENTS

CONTRACT

A copy of your contract for the work (Information regarding pricing is not required).

DRAWING AND OR LETTER DETAILING THE WORK

A drawing and/or letter depicting or describing the intended modification. The drawing must be relatively to scale, and the letter must describe the intended work in detail, listing the materials and specific appliances to be installed. For smaller repairs or renovations, you may use the included form.

MATERIAL LIST

Philadelphia building codes restrict the use of certain electrical and plumbing materials in high-rise buildings. There are also specific codes governing the materials and connections authorized for gas service within units.

CONTRACTOR AGREEMENT

This is a "Hold-Harmless" Agreement which must be read and signed by you and your contractor. A copy of the agreement is attached.

INSURANCE

A copy of your contractor's certificate of insurance. The minimum requirement for liability insurance is a \$1,000,000 limit of liability per occurrence subject to a \$2,000,000 general aggregate limit.

- HOPKINSON HOUSE OWNERS' ASSOCIATION MUST BE NAMED AS ADDITIONAL INSURED ON INSURANCE CERTIFICATE
- IF YOU, AS THE UNIT OWNER, PLAN TO DO THE RENOVATIONS YOURSELF, YOU MUST MEET THE SAME INSURANCE REQUIREMENTS.

Contractors will not be permitted access to the unit until the Management Office receives proof of proper insurance coverage (Certificate of Insurance) and applicable licenses.

WORK SCHEDULE

Dates of start-up and completion of the renovation project.

SAFETY AND BUILDING INFRASTRUCTURE

Located behind your unit walls are electrical wires, fire alarm wires, gas, water supply lines, waste lines (drains), heating and cooling pipes and communication wires. Damage to any of these utilities (infrastructure) may be catastrophic. Please advise your contractor to use caution and contact the management team whenever there is uncertainty.

CONTRACTOR CODE OF CONDUCT (RULES AND REGULATIONS)

Your contractor must be familiar with Hopkinson House procedures, including all applicable rules and regulations. Two (2) copies of code of conduct (rules and regulations) are provided as appendix 1. Please read and return one signed copy. Provide your contractor with the 2nd copy. All contractors must be licensed to do business in the City of Philadelphia.

OWNER RESPONSIBILITIES

As the unit owner, you are ultimately responsible for all work that is performed in your unit. As the unit owner, you may be held liable for any damage to building common elements, units adjacent to your unit, or building occupant, as the result of work being performed in your unit. Some insurance underwriters consider damage attributable to out-of-code materials or workmanship to be an uninsured risk, for which the unit owner may be held financially responsible.

APPROVAL

Major renovation project, those deemed necessary by the management team, or any project involving the demolition and rebuilding of the entire unit, or portions thereof, require a review by a third-party architect. All associated fees will be billed directly to the unit owner's account. The review by the architect requires specific and detailed information and must be submitted for the review to be completed. **Please see appendix A.** A failure to provide the required information may result in approval delays and additional cost. Please confirm the cost with the management team and they are subject to change.

Proposed renovations must be approved by the Hopkinson House Owners' Association Chief Building Engineer, and consulting architect where necessary, before any work or procurement can begin.

PROJECT REVIEW AND UNIT VISITS

In order to maintain safety and compliance with HHOA standards and rules, a review of the work will be conducted periodically throughout the course of the renovation, and a final review will be conducted at substantial completion. Any deficiencies or concerns noted will need to be corrected. The following list is a sample of the anticipated review schedule for a major project;

- Initial Review
HHOA will hold an initial meeting in the unit with the general contractor and or owner to review the project scope and any potential challenges.
Thereafter, unit visits to review progress both during and after demolition will be conducted, with no work permitted until after the demolition is completed and the Chief Engineer authorizes work to continue.
- Rough-in Review
To be held after major components such as framing, plumbing or electrical work is completed and prior to any drywall being installed which covers any of the aforementioned work.
- Final Review
A final review conducted at substantial completion.

FEES

- Review by architect - \$600 (Subject to change and scope of work)
- Re-review by Architect - \$600
- Lock out fee - \$25 for unlocking the door for a contractor due to a missing key and or a key that was not returned to the front desk. New keys or locks are subject to additional fees.
- Water shut down – \$75 and requires two-day notice. Do not assume that water is shut off. Always test first as the main shut off valves can fail. Water shutdowns are permitted on Tuesdays, Wednesdays and Thursdays only, between the hours of 9:30am and 12:30pm.
- Cleaning fee - \$175 fee to shampoo hallway carpets at project end.

UNIT INFORMATION

Unit Owner Name: _____ Unit Number: _____

Contact Number: _____ Date Applied: _____

RENOVATION INFORMATION

Type of Renovation: (Please check box below)

Note: Renovation Type 3 and Type 4 require review by a third-party architect. Please be sure to submit your application, along with any drawings, specifications, samples, contracts, or any other related documentation in a timely manner prior to scheduling the start of your work.

TYPE 1 - Minor Interior Finishes

Work including but not limited to painting, wall coverings and carpeting.

TYPE 2 - Major Interior Finishes

Includes work such as the replacement of major appliances, installation of closet shelving systems, a new toilet, or floor refinishing. Work that is likely to disturb a neighbor (e.g., odors from specialty paint, excessive noise from drilling or hammering) or is more than thirty (30) days in duration. Permits may be required.

TYPE 3 - Construction Improvements

Construction work including but not limited to that involving demolition, plumbing alterations, wall partitions, electrical alterations, kitchen cabinets, and tiling. Work that typically requires a construction drawings/detailed plans.

TYPE 4 – Demising/Load-Bearing Wall Alterations

Construction that creates separate units, or to combine separate units to form a larger unit and alterations that affect a perimeter wall, ceiling or floor. Requires drawings from a licensed architect.

RENOVATION INFORMATION CONTINUED

Required Submittals:

All contractors, or persons, including unit owners, who are performing work **must provide a certificate of insurance.** In addition, the following submittals are required for each type of renovation:

- **Type 1 – Minor Interior Finishes:**
Use the Renovation Details (page # 7) to provide start, end dates for your renovation. Use the same form to provide a detailed description of the work to be completed.
- **TYPE 2 - Major Interior Finishes**
Use the Renovation Details (page # 7) to provide start, end dates for your renovation. Use the same form to provide a detailed description of the work to be completed. Please provide dates of any work that may cause a disturbance to your neighbors and be sure to include delivery dates for major appliances or materials.
- **TYPE 3 - Construction Improvements**
Typically, a contractor will perform this type of renovation. The contractor should submit a detailed description of the work along with a proposed construction schedule. This should include detailed plans/drawings identifying the location and type of improvements/renovations. In addition, a copy of the Contractor’s proposal be included.
- **TYPE 4 – Full Renovation (Gut/Rehab)**
Same as Type 3 but must include certified drawings by an architect and may require a report from a certified engineer approving the modifications.

CONTRACTOR INFORMATION

Company Name: _____

Main Company Contact Person: _____

Main office number: _____ Cell number: _____

List any sub-contractors: (Painters/Plumber/Electrician etc)

Please Note: All sub-contractors must be listed under the primary General Contractor’s insurance, or provide a copy of their own insurance.

Contractor Name	Profession	Contact Number

ADMINISTRATION DETAILS (FOR OFFICE USE ONLY)

Date application received: _____

Documents received:

- Completed application YES NO
- Contractors certificate of insurance YES NO
- Contractor license YES NO
- Plans and drawings as needed YES NO N/A

- Is application complete? YES NO

List any addition information required:

- Date additional information requested from Unit Owner/Contractor: _____
- Date information received and application complete: _____

Date application sent to Maintenance Team: _____

Date response reviewed from Maintenance Team: _____

- Is application approved? YES NO
- List any addition information required:

- Date additional information requested from Unit Owner/Contractor: _____
- Date information received from Unit Owner/Contractor: _____

Date application approved: _____

Date Unit Owner notified: _____

Appendix 1: Contractor Code of Conduct & Construction Guidelines

Unit owners and contractors must carefully follow all procedures and requirements when remodeling or refurbishing a unit, or when completing major repairs.

1 Overview of Rules for Construction and Contractors

1.1. Purpose: The rules and requirements set forth below are intended to protect the value and physical integrity of the buildings, and to help safeguard the physical integrity of each unit from damage resulting from poor construction or repair methods.

1.2. Compliance: At all times, the Unit Owner shall comply with all federal, state, local and association rules, regulations, laws, codes, and requirements for any Construction or repair work to be done in a Unit, including but not limited to providing plans, notice and/or receiving approval from the Management Office and/or Council.

1.3. Definitions:

a. The term “Contractor” includes the general contractor, his or her agents and employees, and all sub-contractors, vendors and suppliers, and their agents or employees. The term “Contractor” also includes contractors who are also unit owners performing contractor work in other units.

b. The term “Construction” includes any addition or demolition of infrastructure, repair or replacement of fixtures, and installation or removal of fixtures. The term “Construction” does not include minor repairs and cosmetic changes. (e.g., painting, hanging pictures, etc.).

c. The term “fixtures” means any and all items that are permanently attached to the infrastructure of the unit, including but not limited to flooring, cabinets, plumbing fixtures, lighting fixtures, electrical boxes, heating and cooling units, and the like.

d. The term “infrastructure” means all walls, ceilings, floors, plumbing pipes, electrical wiring, and gas lines.

2 Procedures for Construction in the Building

2.1. Notice: Unit Owners must notify the Management Office of any Renovation/Construction/Repair taking place in the unit, regardless of whether the work is done by a contractor or by the owner. Notification must be given a minimum of two (2) weeks before construction work begins. No work shall commence until the Management or Council has approved the work. The procedure for approval is as follows:

2.2 Owner and/or Contractor must submit a completed Renovation and Construction Form to the Management Office, copies of which are available in the Management Office.

2.3 If the Owner is using a Contractor, the following documentation must be provided along with the Construction Form:

- a. Proof of business insurance, in compliance with 4.1 below;
- b. Copies of all applicable licenses and registration;
- c. Copies of blueprints and plans where applicable.

2.4. Owners seeking to do construction within their own unit:

- a. The Owner must follow the procedures outlined above, with the exception of 2.3 (a), the Owner must provide proof of homeowners' insurance, usually an HO-6 policy.
- b. Owners may engage only in work that is not subject to pre-approval. All work that is subject to pre-approval must be done by a Contractor, unless conclusive evidence is provided that the owner is qualified to perform the work.
- c. A **security deposit of \$500**, or an amount specified by the Management Office, must be submitted to protect the building and common elements against damage due to construction. The Association may use the deposit to repair damage to the building, restoring its condition to that existing before the damage. The unit owner shall be responsible for all damage in excess of the deposit. Any unused deposit will be returned within thirty (30) days following the completion of construction.

2.5. Construction must be completed within 120 days of work approval, unless stated in the application and approved. If construction is not complete within 120 days of work approval, the Owner must fill out a new Construction Form re-notifying management of the construction.

3 Construction requiring pre-approval: In addition to the Notice requirements outlined above, if the proposed work meets any of the criteria outlined below, it must be performed by a licensed contractor, and the Owner must seek pre-approval from Management before commencing Construction.

1. Any work involving changes to the existing infrastructure (e.g., moving walls, removing walls, widening doors, or adding walls to a unit).
2. Any work involving the dismantling or relocation of existing plumbing lines (e.g., relocation of tubs, sinks, toilets, etc.).
3. Any installation or relocation of appliances using natural gas.
4. Any work that would require building maintenance to shut off water, gas or electrical service.
5. Any electrical work involving the addition of circuits or the relocation or cutting of wires.
6. Any replacement of an existing appliance or fixture that would be significantly different than the original.

7. Any work affecting the demising walls, those walls that are common to another unit or a common area. (e.g., work that involves securing heavy fixtures to the walls, such as cabinets).
8. Management will review pre-approval applications at regular intervals, at least once each month.

4 **Contractor requirements**

4.1. Insurance: All contractors must provide the Management Office with a Certificate of Insurance (COI) meeting the following insurance requirements:

1. Workers Compensation policy in the amount of the statutory limit; and
2. Comprehensive general liability insurance in the amount of at least \$1,000,000 limit of liability per occurrence subject to a \$2,000,000 general aggregate limit and covering:
 - Bodily injury
 - Property damage
 - Personal injury
 - Product / completed operations
 - Broad Form property damage

3. Hopkinson House Owners Association must be listed as the **Additional Insured** on the Certificate of Insurance (COI).

4.2. Licenses and Permits: Contractors engaged to perform work in a Unit must provide proof of contractor and business licenses as necessary. If building permits are required, they must be obtained from the City of Philadelphia before any work commences and are the responsibility of the Contractor/Owner.

All renovations must comply with the current City of Philadelphia building codes. It is the responsibility of the Unit Owner to be sure that the contractor performing the work complies with these codes and that the contractor has all necessary City permits. Hopkinson House Owners' Association approves renovations only, and while we may bring non-code compliant issues to the contractors' or owners' attention, management are not code compliance officers and are not responsible for deficiencies in construction.

4.3. Indemnification: Contractors shall indemnify and hold harmless the Condominium Association, Council, and its Property Management from and against any loss, expense, cost, damage, injury, liability, claims, demands, penalties, liens, or causes of action of every nature resulting from bodily injuries, including death, sustained by any person or persons, and damage or destruction to property in any manner arising out of contractor's performance of any work.

4.4. Responsibility for Materials and Tools: Contractors shall be responsible for loss or damage to materials, tools, or appliances used or to be used in the Construction, caused by water, wind, acts of God, theft or other causes. The Association shall not be responsible for any loss or damage to the tools and equipment of the contractor through fire or lightning or any other cause similar or dissimilar to the aforesaid. The Contractor shall be responsible for loss or damage due to his employees or suppliers damaging the work or the contractor or other contractors, subcontractors or suppliers.

4.5. Rules: The Contractor shall abide by the Rules and Regulations of Hopkinson House Owners Association at all times while on property. The Unit Owner is responsible for providing a copy of these Rules and Regulations to contractors. By signing the Construction Form, Contractor acknowledges receipt of the Rules and Regulations.

5 **Construction Rules**

5.1. Applicability: These rules apply to both contractors and owners doing work themselves. The term “owner” should be substituted for the term “contractor” where relevant in the rules below if the owners are doing work themselves.

5.2 Hours of work: Construction work is permitted only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday and on Saturday from 12 noon to 4:00 p.m., excluding holidays. Holidays include:

- | | |
|--------------------------|---------------------------------|
| - New Year’s Day | - Labor Day |
| - Martin Luther King Day | - Presidents’ Day |
| - Good Friday | - Yom Kippur |
| - Easter | - Thanksgiving |
| - Passover | - First & Last Days of Hanukkah |
| - Memorial Day | - Christmas Eve |
| - Juneteenth | - Independence Day |
| - Christmas | - Rosh Hashanah |
| - New Years Day | |

Contractors may enter the building at 7:30 a.m. for the purpose of bringing materials, tools or equipment to the Unit. Contractors may remain in the building until 5:30 p.m. for the purpose of removing materials, tools, or equipment from the unit. Any violation of these working hours will result in a fine to the Unit Owner.

5.3. Mode of Entry: All contractors with tools, equipment and supplies must enter and exit the building via parking garage (lower lobby). All materials must be transported in and out of the building through this entrance.

All contractors must sign in and obtain an identification badge at the main Resident Services Desk at the beginning of each workday. All contractors must sign out at the end of each workday.

Parking is available in the Hopkinson House Garage at the current parking rates. Parking for trucks is limited and may not always be available. Parking on the garage entry ramp is strictly prohibited.

5.4. Elevators: The freight elevator must be used for transporting any and all materials and tools. Contact the Resident Services Desk to request the elevator for a certain floor. The freight elevator is staffed and run by a member of the Hopkinson House team. The use of the regular passenger elevators for construction related activities is prohibited.

5.5. Trash and Debris Removal: The Contractor is responsible for the removal and disposal of construction debris and trash from the property. No debris or trash may be deposited in the trash rooms or into the trash chutes located on each floor. No dumpsters are permitted. All

trash must be removed using the freight elevator. Trash may be staged in the garage just prior to loading for removal.

5.6. Tool Storage in Common Areas: Construction tools or supplies shall not be stored in common areas.

5.7. Common Elements: The Contractor is responsible for daily cleaning of the corridors, elevators, and walkways if these areas are soiled during the movement of materials or trash. If work areas are not left in a satisfactory condition, the contractor will be charged for the time and labor necessary to restore the areas to their original condition. When necessary, work that involves major renovations and/or will continue for an extended will require that the common hallway carpets be protected with an adhesive plastic covering on a daily basis. If not managed by the contractor, the cost thereof will be billed to the unit owner.

The Contractor is responsible for repairing or replacing any damage to a Common Element that occurs during the process of completing the contracted work.

No alteration shall be made that will impair the structural integrity of the building or any mechanical or electrical system of the building, adversely affect either the fire retardant or sound absorbent quality of such building, lessen the support of any portion of the building or violate any applicable law, ordinance or governmental rule, regulation or order.

No apartment may be divided or sub-divided into a smaller apartment nor may any portion thereof less than the entire apartment (and hence the entire unit) may be sold or otherwise transferred. Notwithstanding these prohibitions, if two or more adjacent apartments have been combined into a larger apartment, such apartment may thereafter be separated into the same apartments as are shown on the Declaration Plan as initially recorded, provided that the holders of all permitted mortgages give prior written consent.

No Unit Owner may obstruct or encroach upon the common elements in any way, excepting that common element walls may be removed in the combination of units.

DRILLING/ATTACHING/PENETRATING WINDOW AND BALCONY DOOR FRAMES IN ANY MANNER IS PROHIBITED.

NO ALTERATIONS MAY BE MADE TO THE CONCRETE FLOOR SLAB OR CEILING SLAB. CHANNELING IN EITHER IS NOT PERMITTED.

Any unapproved coring or channeling will require a structural engineer to inspect the unapproved work, and where necessary a masonry contractor to repair the slab. Any and all associated fees will be charged to the unit owner.

5.8. Dust & Fire Alarms: Certain types of construction will put pollutants into the air (i.e. tearing down walls, sanding, spraying paint or popcorn ceilings, etc.). Construction work that produces dust or pollutants must be sealed off from the common area hallways. Fire alarms can be activated by construction dust. A Contractor will be fined and/or denied permission to continue work in the building if he or she fails to seal off a dust-producing construction area. A Unit Owner may be held responsible for any costs incurred by the Association as a result of the activation of fire alarms caused by contractors that is not due to an actual fire or other substantially equivalent emergency.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR AND THE OWNER TO MAKE ARRANGEMENTS WITH THE MAINTENANCE DEPARTMENT TO DISARM THE SMOKE DETECTORS IN COMMON

AREAS. CONTRACTORS AND OWNERS WILL INCUR A FINE OF \$100 SHOULD THESE PRECAUTIONS NOT BE TAKEN AND AN ACTIVATION OF THE ALARM OCCURS.

5.9. Materials and Equipment Conveyance: Contractors must provide their own carts, hand trucks, and tool boxes for transporting materials, tools, and equipment. Association carts must not be used.

5.10. Plumbing Work: Contractors are strictly prohibited from using any type of piercing valves as part of any installation (i.e. water lines on refrigerator ice makers)
The contractor must give the maintenance department a minimum of two (2) business days' notice for all water shutdowns. Shutdowns will be done Tuesday through Thursday from 9:30 AM until 12:30 PM. All plumbing contractors working in the building must have a Master Plumbers license and be licensed to work in the City of Philadelphia. Copies of licenses are required by HHOA.

5.11. Electrical Work: All work that includes re-wiring, moving, or additions/modifications to service must be completed by a licensed electrician.

5.12. Tub Glazing: Requires the use of an air scrubber and proper ventilation of any associated ductwork. An air scrubber (air filter) may be rented from the Association for a nominal fee.

5.13. Fines: Any violation of these rules will result in a fine to the Unit Owner and/or Contractor. Depending on the nature and severity of the offense, the Association reserves the right to bar the Contractor from working on the property.

For all subsequent violations, the Association reserves the right to revoke the Contractor's permission to work in the building, and may levy fines as it deems appropriate.

5.14. Installation Standards:

The following are important installation standards. These are not all inclusive and are listed for the benefits of owners or contractors that may not be familiar with certain high rise building codes or generally accepted construction standards.

ELECTRICAL

- Romex wiring is prohibited. BX (metal clad) wiring is required.
- Plastic electrical boxes are not permitted.
- Maximum allowable electrical load example;
 - Small units: 34 amps total
 - Large units: 53 amps total
- Electrical load calculations are required for all electrical renovations and must be performed by a licensed electrician.
- Not all breaker panels have the same amperage. Please contact the Chief Engineer prior to completing panel upgrades or adding circuits.

PLUMBING

- All supply lines and drain lines must be constructed of metal piping with metal fittings.
 - PEX or PVC piping and drain lines or traps are not permitted.

- The use of Sharkbite fittings, rubber boots and Fernco connectors is not permitted.
- Copper water lines must be used for refrigerators/ice makers.
- Braided steel hoses are to be used for washers and dishwashers.
- Copper piping must be connected using traditions “sweating” or by “ProPress.
- **Tub or shower drain lines may not be relocated.**
- The conversion of a tub to a shower requires the use of one of the following;
 - Tile base/floor: OS&B – SDB470-SS brass low profile side-discharge drain
 - Shower pan: OS&B – SDB370-SS brass low profile side-discharge drain

FRAMING AND CONSTRUCTION

- Metal framing is required.
- Wood may only be used for door jams and must be treated with 3M fire retarded paint.

HVAC

- Fan coil units are a common element. They may not be painted or modified in any manner.
- Fan coil units must be sealed off during construction using plastic sheeting or Correx and must remain unused/turned off during all phases of construction that create fine particle dust. Failure to comply will require a factory restoration and the unit owner being charged at the current rate.

PARQUET FLOORING REMOVAL AND ASBESTOS REMEDIATION

- A licensed, City of Philadelphia approved contractor is required to perform asbestos remediation work. A list of approved contractors can be found on the Phila.gov website.
- A signed asbestos abatement packet including a scope of work must be submitted, even if abatement is part of a larger renovation.
- The contractor must submit a written list of precautionary measures for containment and protection of common areas and occupants.

CONCRETE SLAB

- No alterations may be made to the concrete floor or ceiling slab without prior written approval. In general, coring or channeling is not permitted.
- Any unapproved coring or channeling will require a structural engineer to inspect the unapproved work, and where necessary a masonry contractor to repair the slab. Any and all associated fees will be charged to the unit owner.

HOPKINSON HOUSE IS A NO SMOKING BUILDING. SMOKING OF ANY KIND IS NOT PERMITTED IN ANY UNIT, UNIT BALCONIES OR COMMON AREA OF THE BUILDING OR WITHIN 25 FEET FROM ANY ENTRANCE OR EXIT.

HOPKINSON HOUSE OWNERS ASSOCIATION
HOLD-HARMLESS CLAUSE

_____ (Contractor) has agreed to indemnify and hold harmless Hopkinson House Owners Association, Council, Management, and employees and assigns against loss or expense by reason of liability imposed by law upon the Association and its Management for damages because of bodily injuries, including death at any time resulting from, sustained by person(s) and injury to or destruction of property caused by accident, due to any omission of the contractor.

This includes but is not limited to the removal of the original parquet floor, hazardous waste, and installation of a new floor.

Insurance Certificates are attached indicating the following:

1. Workers Compensation policy statutory limitations
2. Comprehensive General Liability, \$1,000,000 covering bodily injury/property damage; personal injury; products/completed operations; broad form property damage
3. Hopkinson House Owners Association listed as Additional Insured

It is also agreed that _____ (Contractor) is responsible for loss or damage to materials, tools, or appliances of the contractor/sub-contractor(s) used or to be used in the construction, caused by water, winds, acts of God, theft, or other causes. The Association shall not be responsible for any loss or damage to tools or equipment of the contractor/sub-contractor(s) through fire or lightning or any other cause. The contractor shall be responsible for loss or damage to his employees and/or supplies damaging the work of the contractor or other contractors, sub-contractors, or supplies.

Installation of any flooring over the parquet floor which is affixed to a concrete slab is considered an improper installation, according to industry standards and Hopkinson House Owners' Association bears no responsibility for damages incurred by this type of installation.

CONTRACTOR'S SIGNATURE

DATE

HOPKINSONSON HOUSE OWNERS ASSOCIATION

HOMEOWNER & CONTRACTOR AGREEMENT

By signing below, the Homeowner and Contractor (including any sub-contractors and vendors), named above, hereby acknowledge and agree to follow the Rules & Regulations of the Hopkinson House Owners Association, including the submitted project schedule, approved project work, and the Contractor Code of Conduct & Construction Rules. All work done for or on behalf of a homeowner is subject to the Rules & Regulations of the Hopkinson House Owners Association and may be inspected at any time during the renovation project.

The Contractor agrees to reimburse the Association (the "Association") for any liability, damage, injury, or expense that the Association may incur as a result of the Contractor (or the Contractor's employees or agents) performing work in or at the Condominium. This obligation includes all property damage, personal injury, and any other type of injury or damage that may be caused by the actions or omissions of the Contractor or its employees or agents. This obligation included all reasonable attorney's fees and all reasonable fees of other professionals, such as engineers, which are incurred by the Association in order to investigate and defend any claim that is made on account of the actions or omissions of the Contractor or its employees or agents.

The Contractor agrees that the Association does not have any obligation to reimburse the Contractor (or the Contractor's employees or agents) for any liability, damage, injury, or expense that they may incur as a result of performing work in or at the Condominium. The Contractor agrees to deliver to the Unit Owner a Certificate of Insurance before beginning any work.

The term "Association" includes the Hopkinson House Owners' Association, the individual Unit Owners as members of the Owners' Association, the Council of the Owners' Association, and the Managing Agent for the Owners' Association.

The person signing this Agreement on behalf of the Contractor represents that he or she has the authority to represent the Contractor.

The Contractor's obligations under this Agreement will bind any successor to the Contractor (if the Contractor is a corporation or partnership) and the heirs of the Contractor (if the Contractor is an individual).

The Homeowner is responsible for all work done, whether it is performed by the homeowner or by a contractor on their behalf. Therefore, the Association holds the homeowner responsible for their contractor's compliance with the Rules & Regulations. Please read the Rules & Regulations carefully and direct any questions to the Community Manager.

HOMEOWNER:

By signing below, you acknowledge that you have read and will abide by the Rules & Regulations, that you provided a copy to your contractor(s), and that you received any answers from the Community Manager to any questions that you have raised.

UNIT OWNER NAME

UNIT NUMBER

SIGNATURE

DATE

CONTRACTOR:

By signing below, you acknowledge that you have read and will abide by the Contractor Code of Conduct & Construction Guidelines.

CONTRACTOR NAME

TITLE

SIGNATURE

DATE



Hopkinson House Owners Association Appendix A

Guidelines for Alteration Reviews

- For **all** alterations work, please provide the existing plans, as well as the proposed plans for the alterations. Plans should include all structural elements, existing chases, and existing utility lines.
- Where alterations include changes to the unit layout, plans should be prepared by a licensed Design Professional.
- Where new partitions are proposed, please provide information regarding the proposed construction. Note that all construction must be non-combustible, and in accordance with the City of Philadelphia High Rise Building Code which is different to the standard building code.
- Where changes to the ceiling are proposed, please provide the existing layout and the proposed layout. Provide details of the proposed new construction. Note that all construction must be non-combustible.
- Where alterations include changes to plumbing, please provide a drawing indicating how the new plumbing will be run. Note that no new openings in the existing slab are permitted.
- Where alterations include changes to electrical wiring, please indicate how the new electrical wiring will be run.
- Where alterations include a new or modified shower/tub, please provide details of the proposed shower floor and wall construction, including all waterproofing materials.
- Where alterations include new appliances, please provide catalog cuts of the proposed appliances.
- Please provide the location of all smoke detectors and speakers/strobes, both existing and proposed. Please note that all work on buildings fire alarm system (speakers and strobes) must be performed by the building's contractor, at the owners expense. The smoke detectors are independent of the building's fire alarm system.

**HOPKINSON HOUSE OWNERS' ASSOCIATION
WASHER AND DRYER SPECIFICATIONS RESOLUTION**

WHEREAS, Hopkinson House Owners' Association ("Association") is created by a Declaration of Condominium ("Declaration"), recorded in the Office of the Recorder of Deeds for Philadelphia County at Deed Book DCC 2063 Page 00288 et seq., and a Code of Regulations adopted pursuant thereto, to administer, govern, maintain, repair, and replace certain Units and Common Elements.

WHEREAS, the Association is subject to the retroactive provisions of the Pennsylvania Uniform Condominium Act, (68 PA.C.S.A Section 3101 et seq.) (the "Act").

WHEREAS, Article II of the Declaration defines "Community Rules and Regulations":

2.08 "**Community Rules and Regulations**" shall mean those rules and regulations, in addition to the provisions of this Declaration and of the Code of Regulations, **governing the use and occupancy of the Units and the Common Elements** which may be adopted by the Council from time to time pursuant to the Code of Regulations.

WHEREAS, Article V, Section 5.01 (5) of the Code of Regulations empowers the Council:

(5) To adopt Community Rules and Regulations (and provide written notice thereof to all Unit Owners) governing the administration, management, **operation and use of the Property and the Common Elements**, and to amend the Community Rules and Regulations from time to time;

WHEREAS, Article VII, Section 7.02 of the Declaration imposes upon each Unit Owner the following obligation:

(m) The Owner of an Apartment shall be responsible for maintaining such Apartment in good order and repair, at the expense of such Owner.

(n) The Owner of an Apartment shall be responsible for the cleaning and routine maintenance of any Limited Common Element serving such Apartment, at the expense of such Owner.

WHEREAS, all individual appliances and their water, waste, gas, electrical, and exhaust connections are part of the Unit and/or Limited Common Elements.

WHEREAS, all work performed by a Unit Owner is subject to the Unit Renovations Requirements resolution.

WHEREAS, in order to accommodate the construction, design, and infrastructure of the Association, the Council has deemed it to be necessary to adopt detailed specifications for Unit Owner installation and use of washers and dryers.

NOW THEREFORE, IT IS HEREBY RESOLVED by Hopkinson House Owners' Association as follows:

1. The specifications for washer and dryer use and installation, attached hereto as Exhibit "A", are hereby adopted.
2. This Resolution shall be effective upon publication and shall strictly apply to all washers and dryers installed thereafter.
3. Except to the extent reasonably determined by the Council to be safe for use and operation, replacement of any existing washer and/or dryer shall strictly conform to the specifications set forth in Exhibit "A".
4. In addition to Exhibit "A" all work to any Unit or Apartment shall comply with the **Unit Renovations Requirements**.

RESOLVED AND ADOPTED BY HOPKINSON HOUSE OWNERS' ASSOCIATION, THIS 12 **DAY OF** March, 2026.



HHOA Council President



Exhibit A

Specification for Clothes Washer and Dryer Installation and Replacement

1. General Compliance

- **Code Adherence:** All clothes dryer installations must strictly comply with the Philadelphia Mechanical Code (Section 504) and the Philadelphia Residential Code (Section M1502).
- **External Venting:** Per Section PM-403.5 of the Philadelphia Property Maintenance Code, all standard dryer exhaust systems must be independent of all other systems and must be exhausted to the exterior of the structure. This is not possible or feasible at Hopkinson House.

2. Mandatory Equipment Standards

- **Heat Pump/Condensing Dryer Requirement:** Effective immediately, all new or replacement clothes dryers installed within the building must be **listed and labeled condensing (ductless) dryers**.
- **Exceptions to Exterior Exhaust:** Per Mechanical Code Section 504.1, the requirement for exterior exhaust ducts does not apply to listed and labeled condensing (ductless) clothes dryers.
- **Prohibited Devices:** The use of "indoor vent kits," "lint buckets," or any other recirculating system for standard (non-condensing) dryers is strictly prohibited as it is not code-compliant for traditional units and presents moisture and fire hazards.

Specification for Clothes Washer Installation and Replacement

1. General Purpose

The purpose of this specification is to prevent sanitary sewer overflows and potential water damage within high-rise units. The building's existing plumbing infrastructure utilizes **1.5-inch diameter drain lines**, which have a lower "carry-away" capacity than the 2-inch standard required by modern high-flow appliances.

2. Mandatory Equipment Standards

- **Maximum Discharge Rate:** All new or replacement automatic clothes washers must have a maximum water discharge (pump) rate **not exceeding 10 Gallons Per Minute (GPM)**.

- **Preferred Configuration:** Front-loading High-Efficiency (HE) machines are strongly recommended. These units typically discharge water at approximately 10 GPM, whereas traditional top-loading machines can discharge at rates of 15 GPM or higher, which will likely overwhelm a 1.5-inch drain pipe.
- **Drain Pan:** For added protection against water damage, this specification outlines the requirements for installing a washing machine drain pan beneath all laundry units.

Materials and Sizing

- **Pan Material:** Use corrosion-resistant stainless steel, galvanized steel, or heavy-duty polypropylene. Plastic pans must have a minimum thickness of 0.036 inches.
 - **Dimensions:** Select a pan that provides at least 1 inch of clearance on all sides of the washing machine.
 - **Depth:** The pan walls must be at least 1.5 to 2.5 inches high to contain sudden overflows.
 - **Specific Design:** For front-loading machines with pedestals or drawers, use a low-profile pan or one with a removable front threshold to allow for easier appliance placement
 - **A water sensor alarm** should be installed in the drain pan. The sensor should be an audible sensor and trigger an alarm when water enters the drain pan. Numerous options are available at hardware stores or online.
- **Certification:** Units should ideally be ENERGY STAR Certified, as they are engineered to use less water per cycle, reducing the total volume of water discharged.

3. Installation and Connection Requirements

- **Air Break Requirement:** Per the Philadelphia Plumbing Code (Section P-406.2), the waste from an automatic clothes washer must discharge through an air break into a standpipe or laundry sink.
- **Standpipe Height:** The standpipe must terminate 30 inches above the trap weir to ensure proper drainage and prevent siphoning.
- **Hoses:** Water supply hoses (lines) must be stainless steel braided hoses.

4. Compliance and Liability

- **Verification:** Residents must submit the manufacturer's specification sheet (confirming the GPM discharge rate) to the Building Management Office for approval prior to installation.
- **Indemnification:** Installation of a machine that exceeds the 10 GPM limit may result in the unit owner being held liable for any water damage caused to common areas or neighboring units resulting from a drain backup.