

RENOVATION GUIDELINES OF ELMINA VALLEY 2 - RESIDENTS

Please comply with the following guidelines when planning for renovation works:-

- 1) Renovation works should only be carried out during the following hours: -
Monday to Friday - 8.30 am to 5.30 pm
Saturday - 8.30 am to 1.00 pm

Renovation works are strictly **not allowed** on **Sundays** and **Public Holidays**.

Installation works are strictly **not allowed after 6pm** at any time

*ONLY minor works which does not include drilling and hacking works are allowed on **Saturdays**.*

- 2) The owner must ensure that all renovation works to be undertaken comply with the requirements of all relevant authorities and obtain all necessary approval as required by the prevailing acts, by-laws and regulation imposed by such Authorities.
- 3) The appointed contractor ("the Contractor") must submit a list of names of their workers seven (7) days in advance. The contractor is to register the workers at the security post and obtain the contractor's pass. This pass is always to be worn and return to the security upon leaving. If the pass is lost, a fine of RM30.00 per pass will be imposed.
- 4) The contractor is required to provide **safety vests** (orange color) to the workers. There shall be no workers loitering around the neighbourhood.
- 5) No illegal immigrants or workers shall be employed by the owner or contractor in carrying out the works. EV2 RA shall not be responsible for such act or acts by the owner or contractor and they shall indemnify Sime Darby Property for all consequences arising there from.
- 6) All contractors must apply for a RORO bin to place all building debris which should be placed **ONLY** at the house undertaking the renovation

- 7) No building materials can be placed at the promenade area (Jalan 165) facing park as this open area should be kept safe and free as children's playing areas, children cycling, families with toddlers and babies in pram, residents in wheelchairs etc.

RORO BINS AND BUILDING MATERIALS

- 1) During the renovation works, the contractor / owner is to ensure all renovation materials are kept within the designated area.
- 2) No materials, goods or debris are to be left at the public or common areas. Cleaning and sweeping within the vicinity of the renovation works are required to be done daily throughout the tenure of the renovation
- 3) RORO Bins must be placed within the porch or driveway of the said renovating house and cannot be placed at any other areas in EV2
- 4) The RORO Bins cannot be placed in any common area such the Maintenance Emergency Vehicle Access (MEVA) areas, back lanes, neighbours driveways etc
- 5) All building materials must also similarly adhere to the above Rule # 2 and must all placed within the porch of the renovating house or inside of the said house
- 6) Upon completion of the renovation works, subject to the approval of the relevant authorities, the owner shall write to the EV2 RA office for a joint inspection to ensure all renovation materials are fully cleared and no building material debris are left behind

COVID-19 SOP

- 1) During and due to the COVID-19 SOP, all contractors and their workers must have their temperatures scanned before being allowed to enter.
- 2) Workers working outside of the renovating house must wear face mask at all times whilst in EV2 compound

PARKING

- 1) All contractors and workers must park their vehicles/cars along Jalan 160 -162 and along Jalan 159 and 165
- 2) No contractor vehicles are allowed to be parked at all common areas, MEVA areas and neighbour's houses and driveways

CRANES AND CEMENT MIXERS

1. Use of cranes and cement mixers requires a separate permission from the EV2 RA Exco/AJK with a minimum of three (3) days' notice.
2. Contractor needs to sign an Indemnity pledge to compensate any damages to neighbour homes or to common areas during the use of crane and cement mixers
3. Home owner of renovating house needs to be present to sign-in and sign-out of the crane and cement mixer to ensure no damages are incurred on neighbours houses and common areas in EV2.

DEPOSIT

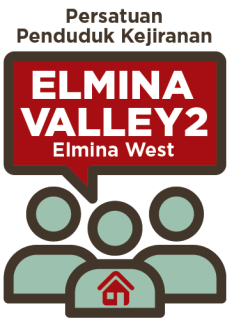
1. When submitting the EV2 RA Renovation Form, the contractor has to submit a deposit of RM2,000 via cheque, bank draft or bank guarantee before obtaining approval from the EV2 RA Exco/AJK to proceed to start renovations work
2. The said deposit will be refunded at end of the renovation period upon a proper handover to the owner having met all the set criteria such
 - i. No damage to neighbours house, all common areas, bollards, etc
 - ii. No building materials are stored outside of the said renovating house throughout the renovating period
 - iii. When handing back house to owner, all debris and rubbish are discarded properly outside EV2
 - iv. Failing to meet all the criteria, the deposit will then be forfeited and leveraged to pay for the clean-up of the surrounding areas

I acknowledge I have read and understood the contents of this guideline and agree to comply, failing which EV2 RA EXCO may take further action and report the matter to MBSA for further action.

I attach herewith a bank guarantee of RM2,000 as deposit vianumber (bank draft/bank guarantee/company cheque as indemnity in the event of damages to neighbours' house or to common areas in EV2 caused by my team's neglect or materials failed to be cleared after 3 days upon completion of all renovations at the said premises. I understand that the bank guarantee/cheque deposit will be returned to me by EV2 RA if all matters are completed to the satisfactory review of the EV2 RA committee.

I agree not to hold the EV2 RA and its committee members responsible for any negligent act undertaken by my team and agree to abide by the House Rules set forth in this Renovation Form.

Persatuan Penduduk Kejiranan Elmina Valley 2, Elmina West
56, Jalan Metafasa U16/165
Elmina West, Seksyen U16
40160 Shah Alam, Selangor
elminavalley2.ra@gmail.com



(PPM-023-10-07082017)

I also agree and understand that EV2 RA and residents of EV2 can lodge complaints to MBSA if I or my workers have found to have violated the Terms and Conditions stated herein and espoused in the House Rules of which a copy has been extended to me for my reference and compliance.

Thank you,

Home Owner

Contractor

Signature

Signature

Name

Name

IC

IC

Address:

Address

Date

Date

**PLEASE PRESENT THIS FORM TO SECURITY FOR ACCESS (IN / OUT)
ELMINA VALLEY 2 RESIDENTS ASSOCIATION
APPLICATION FOR RENOVATION / INSTALLATION WORKS**

Name of owner / Tenants: _____ IC No: _____
Phase: _____ Telephone No: _____
New Address: _____

I, the above named, hereby authorize my contractor to carry out renovation works to the above property for the period from _____ to _____ (_____ days).
As such, I/we request your kind approval to allow the contractor(s) and their workers including the vehicles to have access to the above mentioned address.

NATURE OF RENOVATION/INSTALLATION WORKS

- | | |
|--|--|
| <input type="checkbox"/> Interior Finishes (wall, floor, etc.) | <input type="checkbox"/> Awnings/Shades |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Iron works/Grille |
| <input type="checkbox"/> Carpentry/Cabinets | <input type="checkbox"/> Air Conditions |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Landscaping |
| Others (please specify) _____ | |

I also understand that I shall be fully responsible to ensure the cleanliness of the surroundings i.e. to clear all debris especially after the completion of work and shall comply with the terms set out in the House Rules and Guidelines. Please take note that renovation works can only be carried out between 8.30am to 5.30pm during weekdays (Mon – Fri). renovation works are strictly not allowed on Sundays and Public Holidays. Minor works which does not includes hacking works are allowed on Saturdays (8.30am - 1.00pm).

1. Name of Contractor / Company : _____
2. Address : _____
3. Person In-Charge & Contact No : _____

- ☐ Letter of Undertaking
☐ Drawing of renovation/installation works
☐ Approval from Local Authority (MBSA)

Date: _____

Signature: _____

FOR ELMINA VALLEY 2 RESIDENTS ASSOCIATION USE

COMPLETION OF WORKS

APPROVED/NOT APPROVED

For Elmina Valley 2 Residents Association
(Owner/Tenant)
Date: _____

Sign

Date: _____