



BOCA WEST MASTER ASSOCIATION

Contractor Guidelines

As approved by the Board of Directors on 10/24/2025

The following guidelines are intended to ensure that all construction, renovation, and maintenance work conducted within Boca West is performed safely, efficiently, and with respect for the community.

All contractors are fully responsible for the actions and compliance of their employees, subcontractors, vendors, laborers, delivery personnel, and any other individuals associated with their project.

This responsibility includes ensuring that every person entering Boca West on their behalf adheres to these guidelines and all Boca West Master Association Rules & Regulations.

Failure to comply with any portion of these guidelines will result in immediate removal from the property and may lead to suspension or permanent revocation of access privileges for the contractor, subcontractors, and/or the project.

Compliance with these guidelines will help ensure work progresses smoothly and avoids unnecessary delays, violations, or sanctions.

1. Dumpsters and Debris Management

- Pre-approval Required: All dumpsters must receive prior approval from the Boca West Master Association before delivery.
- Time Limit: Dumpsters may not remain on property for more than 30 days.
- Containment: Dumpsters shall not be overfilled. All debris must be contained within the unit.
- Covering: Dumpsters must be securely covered with a properly fastened tarp at the end of each workday to prevent unauthorized dumping (e.g., garbage, furniture, or other debris).
- Servicing: Contractors must schedule debris removal before dumpsters reach capacity and ensure regular emptying.

2. Portable Toilets

- Approval Required: All portable toilets (Porta Potties) must be approved in advance. Porto Potties will not be approved for internal Demolition projects.
- Location: Units must be placed out of sight or properly screened from neighboring properties and streets.
- Time Limit: Portable toilets may remain on property for no more than 30 days.

3. Nails, Metal, and Roadway Debris

- **Magnetic Roller Requirement:** Each job site must have one magnetic roller on-site at all times.
 - Contractors with multiple projects must have one roller per job site.
 - Non-compliance will result in an immediate project shutdown until a roller is present.
- **Daily Cleanup:**
 - Roadways, sidewalks, and driveways must be swept daily.
 - Nail wands must be used each day to remove nails and metal debris.
 - Blowers and brooms must be used frequently to keep all surfaces clear of dust and debris.
- **Street Inspections:** Conduct thorough daily inspections of adjacent streets and cul-de-sacs to ensure no materials or tools are left behind.
- **Entry Pads:** Install gravel or rock entry/exit pads to reduce dirt and mud runoff that can clog drains or spread onto roadways.

4. Workers' Rules

- **Parking:**
 - Parking is limited within the community. Workers are required to carpool whenever possible.
 - Vehicles must be parked only in approved areas; no parking on lawns, sidewalks, or unpaved areas.
 - Contractor vehicles and work trucks may not block or obstruct traffic.
 - If a project requires equipment or vehicles that temporarily impact traffic flow, a designated traffic control person must be present to safely direct vehicles and pedestrians

Conduct and Work Areas:

- All construction sites must be shielded during construction (green fencing)
- All work activity must remain within the designated job site.
- Workers are not permitted to use neighboring lawns or vehicles for breaks or meals.
- Music is strictly prohibited.
- Workers must remain within the construction area at all times and are not allowed to walk the community.

- Appearance and Cleanliness:
 - Proper attire, including shirts and shoes, must be worn at all times.
 - All food, drink, and break-related trash must be disposed of properly each day.

5. Landscape Maintenance

- Contractors are responsible for maintaining all landscaping (front, back, and sides) in a neat and presentable condition throughout all phases of construction.
- Properties showing signs of neglect (overgrown grass, dead plants, debris piles) will be cited and subject to enforcement action.

Acknowledgment

All contractors working within Boca West are expected to adhere to these guidelines and any additional instructions issued by the Boca West Master Association, Architectural Review Board (ARB), or Security Department.

Owner Signature

Contractor Signature

_____ Date: _____

_____ Date: _____

All contractor/vendor vehicle signs must:

- Display name of company and telephone number
- Be prominently displayed on all vehicles
- Be permanently affixed or magnetic with the lettering at least three (3) inches high
- Must remain on contractors/vendor vehicles at all times while in Boca West!

Contractors and vendors must enter Boca West property through Jog Road or Yamato Road. Please Note: Contractors and vendors that repeatedly fail or refuse to follow the approved ACC Guidelines and BWMA "Rules of the Road" will be subject to losing their privilege to gain access and/or work in Boca West.

CONSTRUCTION DAYS & HOURS

- Monday – Friday; 7:00 a.m. – 6:00 p.m.
- Saturday – 8:00 a.m. – 5:00 p.m.
- No work on Sunday or holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Rosh Hoshana, Yom Kippur, Thanksgiving Day, and Christmas Day. Emergencies are the exceptions.
- Villages may have noise rules for morning start times and other construction times, but they cannot exceed the established BWMA guidelines.