

UNIT OWNER/RESIDENT PAGE

This page is completed by the Unit Owner/Resident and given to the off duty Association employee being hired.

It is my intention to hire a person ("person"), who is also an employee of The Elm at Clark Condominium Association ("Association"), to do certain work for me on an independent contractor basis.

All of the following items apply to this hiring:

- While working for me, this person will be functioning as an independent contractor, not as an Association employee.
- This person will be available to work for me only when not on duty as an Association employee.
- While working for me, this person will not be wearing work clothes which are provided by the Association (nor will anyone else who may be working under this person's direction).
- While working for me, this person will not be using any Association-owned tools, equipment, supplies, services, or facilities (nor will anyone else who may be working under this person's direction).
- While working for me, this person will not be covered by workers compensation or any other insurance provided by the Association (nor will anyone else who may be working under this person's direction).
- It is my responsibility to determine whether any independent contractor has workers compensation, general liability, and other appropriate insurance. In the case where the person does not have adequate insurance, the responsibility for any damage to property or any injury to person(s) which may take place in the course of this work will be entirely my own.
- All work is done at my own risk. Under no circumstances does the Association provide any assurances of work quality or of satisfactory completion. Under no circumstances do I have any cause of action against the Association. I agree and undertake to indemnify the Association, its unit owners, its officers and directors, its employees and agents, its successors and assigns, or any of them, and to hold them safe, free, and harmless from and against any and all liability, loss, claims, suits, demands, and actions, including costs, expense, reasonable counsel fees asserted, claimed, or instituted directly or indirectly relating to any aspect of this work.
- No aspect of this work is in violation of any of the Rules or procedures of the Association.
- Any arrangements for payment will be between this person and me.

I understand and agree to all of the above.

Unit Number: _____

Print Name of Unit Owner/Resident: _____

Signature of Unit Owner/Resident: _____

Today's Date: _____

Scope of Work: _____

EMPLOYEE PAGE

This page is completed by the employee and is given, along with the completed Unit Owner/Resident Page, to the Management Office at least 48 hours in advance.

As an employee of The Elm at Clark Condominium Association ("Association"), I am providing this notice of my intent to be on the premises at a time when I am not on duty.

If I am working onsite for a unit owner or someone other than the Association, all of the following items apply:

- I will not be wearing work clothes which are provided by the Association (nor will anyone else who may be working under my direction).
- I will not be using any Association-owned tools, equipment, supplies, services, or facilities (nor will anyone else who may be working under my direction).
- I will be functioning at all times as an independent contractor, not as an Association employee. I will not be covered by workers compensation or any other Association-provided insurance (nor will anyone else who may be working under my direction).
- I will be responsible for all tax and insurance obligations relating to the work. Any arrangements for payment will be between me and whoever is employing me.
- I will not do anything (nor will anyone else who may be working under my direction) that would be, or that would cause whoever is employing me to be, in violation of any of the Rules or procedures of the Association.
- I will not do any work (nor will anyone else who may be working under my direction) that would otherwise be done as an Association-billed "work order".

I understand and agree to all of the above.

Unit Number: _____

Print Name of Employee: _____

Signature of Employee: _____

Today's Date: _____

Scope of Work including date(s) and time(s) when work will be performed: _____
