

Park Shore Landings

Naples, Florida, 34103

REMODELING YOUR UNIT:

***A Guide for Unit Owners
and Their Contractors***



Your Guide to Unit Remodeling and Repair

Undertaking individual unit remodeling, especially on a major scale, has potential impact on both common elements held by the Association and on neighboring units. This Guide, which spells out rules, policies and practices governing such remodeling and repairs, is designed to facilitate a smooth process of change, which will protect all parties involved. It is a process which engages the unit owner, the Board of Directors and the contractors involved.

For its part, the Board of Directors is required in the Declaration of Condominium and the Rules and Regulations to approve all alterations to units and or Limited Common Elements.

In order to protect the interests of the Association, the Board acts in the following broad ways:

1. Requires proof of insurance coverage by owner and contractors
2. Requires license of contractor hired by owner to perform the work
3. Requires copy of City of Naples building permit
4. Limits hours of construction to Monday through Friday from 8:00 A.M. to 4:00 P.M.
5. Limits parking of construction vehicles to designated areas in the service parking lot located in the southeast corner of the property
6. Limits remodel construction activity to between May 1 and November 15

Owners, too, have responsibilities in this process. In the broadest sense, they are expected to:

1. Participate in a meeting with the Association Manager and their selected contractor to discuss all steps and requirements for remodeling or renovation within a unit

2. File all requested information with the Association prior to commencing work
3. See that all construction related damage is repaired and all areas are cleaned up

Application Procedures for Remodeling

Exemptions

All renovations require an Association permit except for:

***Painting**

***Carpeting**

***Replacement of appliances in the same location within the unit**

***Emergency repairs, however owners must call the Manager prior commencement of work**

Steps to Remodeling and Renovation

1. Owner goes to Association to secure the Application for Remodeling form.
2. The Manager will arrange a meeting with the owner and contractor to discuss the remodeling/renovation process.
3. With receipt of the final plans, licensing and insurance information from the contractors performing the work, the information goes to the Board of Directors for its approval.
4. Following Board approval, Manager's Office will issue an approval letter.
5. As work progresses, the Association Manager will carry out periodic inspections.

6. Clean up and/or repair of common areas, i.e., hallways, stairs, doors, elevators, parking lots, sidewalks. This will be strictly enforced by Management. The owner will be responsible for costs incurred for any such clean up/repair.

Application for Remodeling Approval

Unit Owner(s) _____

Unit Number _____

I (We) request “Your Association” approval to permit the remodeling or renovation of our unit in accordance with the rules, requirements and conditions. The following checked items and explanation of scope and materials, along with attached plans and detailed drawings, represent the extent of our request:

Description of Remodeling/Renovation Project Components

We understand and agree to abide by the Association rules, the enclosed Construction Terms and Conditions document, City of Naples and State of Florida codes and any other requirements of the Board of Directors that may pertain to this particular project. We have been given the document “Application Procedure for Remodeling” and will follow these guidelines.

We understand that this application must provide sufficient information (design drawings and material specifications) to allow the Association and the Board of Directors to assess the intended work and its affect on common areas and other units.

Signature(s) below confirm that the Unit Owner and Contractor agree to indemnify and hold the Association harmless for any damage to property or persons arising out of the work and/or any causes of action that arise from it.

Inspections or approvals by the Association do not alter, diminish or eliminate the total responsibility and obligations of the Owner and the Contractor for the work and any damages or liabilities arising from it.

Unit Owner _____ **Date** _____

Unit Owner _____ **Date** _____

Remodeling Construction Company Name(s):

License Number of Contractor _____

Signature of Contractor

_____ **Date** _____

Print Name _____

Title _____

Date _____

CONTRACTORS INVOLVED IN STRUCTURAL REPAIRS

<u>TYPE OF COVERAGE REQUIREMENTS</u>	<u>MINIMUM LIMIT</u>
Public Liability Insurance (including completed operations)	\$1,000,000
Property	amount of improvement
Workers Compensation Insurance	\$ 500,000/\$ 500,000/\$ 500,000
Automobile Liability	\$ 500,000

CONTRACTORS INVOLVED IN NON-STRUCTURAL REPAIRS

<u>TYPE OF COVERAGE REQUIREMENTS</u>	<u>MINIMUM LIMIT</u>
Public Liability Insurance (including completed operations)	\$ 300,000
Property	amount of improvement
Workers Compensation Insurance	\$ 100,000/\$ 500,000/\$ 500,000
Automobile Liability	\$ 300,000

Notwithstanding the above minimum amounts, no insurance coverage shall be less than the minimum required by Florida law.

1. Each required insurance policy shall YOUR ASSOCIATION AS AN ADDITIONAL INSURED for the duration of the project and associated construction activity. The additional insured documentation shall include a clause requiring a minimum of ten (10) days notice be provided to the Association before termination or modification of such policy.