

**Park Shore Landings Condominium
Association, Inc.
405 Park Shore Drive
Naples, Florida, 34103**



A Guide for Remodeling Your Unit

Adopted: May 13, 2015

Your Guide to Remodeling Your Unit

Undertaking individual unit remodeling, especially on a major scale, has potential impact on both common elements and on neighboring units. This Guide is designed to facilitate a smooth process which will protect all parties involved. It is a process which engages the unit owner, the Association, architects, designers, decorators and the contractors involved in your project. 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. The Board also has the oversight responsibility on all unit repairs.

The obligations and duties for each party are spelled out below:

A. Association

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

1. Requires proof of insurance coverage by contractor
2. Requires license of contractor hired by owner to perform the work
3. Requires copy of City of Naples building permit
4. Limits remodeling projects to between May 1 and November 15 from 8 AM until 5:00 PM, Monday through Friday (and Saturday with prior approval from management). No work may be done on legal Holidays. During all other months, noise free redecorating work is permitted from 8 AM until 5 PM (except for emergency repairs), Monday through Friday (and Saturday with prior approval from management). All contractors must be off the property by 5:00 PM.
5. Reviews drawings and submittals in a timely fashion
6. Clearly communicates rules and limitations on the project
7. Holds Owners, and their agents, accountable for their actions
8. Inspects projects at regular intervals to ensure compliance with all rules and regulations
9. Works to protect Owners in building from impact of project

B. Owners

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

1. Plan several months in advance of the project to ensure sufficient time for condominium approval and permitting
2. Participate in a meeting with the Manager of Park Shore Landings Condominium (PSL) and their selected contractor or architect to discuss all steps and requirements for remodeling within a unit. Owners also need to inform management of emergency repairs to a unit caused by damage due to water, fire, smoke, etc.
3. File all requested information with the Association prior to commencing work
4. Pay a \$1,000 security deposit for remodeling projects to cover any potential damage to common areas which occurs during construction
5. Submit and sign the application
6. Read and understand all rules
7. Hold contractors and all parties to this project accountable for these rules
8. Stay informed on all aspects of project as it progresses even if owner is not here. The owner should inform the Association and the Manager if someone other than the owner is to oversee the project.
9. See that all construction related damage to common areas is repaired and all areas are thoroughly cleaned

C. Contractor

Contractors have a very important role in this process to include:

1. Submitting proof of workers compensation and liability insurance
2. Submitting proof of license to perform work
3. Meeting with Manager prior to commencing work
4. Reading and agreeing to adhere to all rules
5. Calling for Association inspections in a timely way

Exemptions

All renovations require Association review and approval 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 restoration work**

***Minor repairs to electrical and plumbing fixtures**

***Other projects requiring only a day or two to complete may be exempt subject to approval by the Association**

Application for Remodeling Approval

Unit Owner(s) _____

Unit Number _____

Unit Owner phone: _____ Cell phone: _____

Estimated start date: _____ Estimated completion date: _____

I (We) request the Park Shore Landings Condominium Association Board approval to permit the remodeling of our unit in accordance with the rules, requirements and conditions. The following items and explanation of scope and materials, along with attached plans and detailed drawings, represent the extent of our request:

SUBMITTAL REQUIREMENTS CHECKLIST

Receipt of Design Standards specific to your project (attached as listed below)

Hurricane Shutters

Window or doors replacements or modifications

Screen enclosure repairs or modifications

Installation of glass enclosures on Balcony

Installation of Tile or hard surface

Work done by Unit Owners

Plan Designs & Specifications

PLUMBING AND ELECTRICAL CHANGES (require permits, specification, and location plan) If electrical or telephone lines are rerouted from the original box, the original box must remain in place with a cover plate to allow access.

ALTERATION OF ANY INTERIOR WALL OR STRUCTURAL COMPONENT

() SHOW PROJECT LOCATION (use design plan, sketch or contractor's drawing with specific location of any electrical or plumbing changes)

Are you moving or relocating any plumbing or electrical fixtures? If yes, explain below.

Description of Remodeling Project Components

We understand and agree to abide by the Association rules and regulations, the Guide and Steps to Remodeling, 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 received the rules specifically governing the remodeling of our unit and commit to abiding by them .

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 effect on common areas and other units.

The undersigned below confirm that the Unit Owner(s) is responsible for any and all damage of any sort, including without limitation, to property or person arising out of the work and to the fullest extent permitted by Florida law, and agrees to indemnify and hold the Association, its officers, members, agents, employees, representatives, and all others harmless from any damage of any sort or nature, including without limitation, to property or person arising out of the work and/or any and all expenses and liabilities, including attorneys fees.

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

Unit Owner Signature _____ Date _____

Unit Owner Signature _____ Date _____

Contractor Company Name(s):

REMODELING RULES AND REGULATIONS

Adopted 5-13-15

These rules govern all work that produces appreciable noise (use of pneumatic tools, electric saws, power sanders, etc), requires penetration of surface areas or changes to existing Electrical, HVAC, or Plumbing systems.

The Association reserves the right to stop any work which has not been approved or which deviates from the approved plan. It is understood that construction may cause temporary noise, vibration or disturbance to others.

The Board will determine final classification of work. These rules are supplemented by design standards for some projects including hurricane shutters, replacement windows and sound abatement material.

I. Time limits

1. No work or work crews will be allowed in buildings or on grounds, if Owner has not obtained approval from the Park Shore Landings Condominium Board of Directors.
2. Approved construction time frame:
 - a. May 1st to November 15th
 - b. Monday through Friday (and Saturday with prior approval from management) from 8:00 AM to 5:00 PM with all workers off premises by 5:00PM
 - c. Work will not be permitted on Legal Holidays.

II. Required Information - Owner will submit package to include the following:

1. Application for Remodeling Approval including description of work to be completed and drawing if necessary.
2. Schedule of work, giving time frame of project. Target start date will be noted, however all parties acknowledge approval process by the Park Shore Landings Condominium may take up to 20 days and work can not start prior to approval.
3. Copy of building permit approved by required government bodies when available but prior to commencement of the project (city/county/state).
4. General Contractor must submit a current Florida License and must use subcontractors licensed and insured in the state of Florida.
5. Any proposed work which calls for any penetration of existing ceiling or floor slabs or changes in embedded electrical or plumbing or HVAC systems, may require independent review and approval from the PSL designated consulting engineer prior to commencement of the project. The engineer may require x-rays, specifications on material used, and be

involved in pre and post inspections of certain phases of construction. The costs of this review and all related expenses will be borne by the Owner.

6. Scheduling of pre-construction meeting with the Manager prior to start of project. Manager will review policies with teams to insure effective and productive work process.
7. Provide the Manager with the name, address, telephone number and a fax number of the Unit owner's representative who will be overseeing the work planned for the Unit.
8. Prior to authorization for access, owner will provide Contractor's certificate of insurance. The certificate should meet the required limits as stated on the insurance schedule and identify Park Shore Landings Condominium as additional named insured.

III. General Rules

1. Owners will provide a \$1,000 deposit upon approval of a remodeling project. The Association will hold the deposit and return it to the owner upon project completion, following inspection of Association common areas in use during construction of their unit to assess any wear and tear or damage to the Association property.
2. In instances where the Board determines proposed construction is of sufficient complexity, the owner will be notified and the Association's consulting engineer may be asked to review the architectural request. The cost of such review will be borne by the owner.
3. Work preparations will be allowed in unit owner residence, balcony, or in other areas by mutual agreement with the management. Vendors are not to store tools or supplies on any common areas. Vendors will use sanitary facilities in the unit or when required, provide portable sanitary facilities following notification to PSL management. Such facilities will be placed in an area approved by management and must be removed immediately upon completion of the project.
4. The general contractor must remove all construction trash, surplus material, and debris from the site. The trash should be collected in general contractor's vehicle or dumpster. Construction materials are not to be poured into or disposed within Association trash chutes, building drains, sinks, toilets, or bathtubs. Common areas should be kept neat and clean throughout the day.
5. Association common grounds may not be used for breaks and/or lunches.
6. Park Shore Landings management or their appointed agent may inspect the work site and related common areas to determine compliance with Park Shore Landings construction policies and to ensure that the scope of work is in accordance with the Association approved plans. Interior inspections will be recorded by management and are available to the Owner upon request. Actions of the Park Shore Landings management are on behalf of the PSL association and not as an agent of the Owner.

7. The Unit owner is responsible for their contractors and subcontractor's actions while on the premises. Contractors and subcontractors are on the premises at their own risk.
8. Should a contractor or subcontractor discover a defect in a Unit, the contractor must notify the Owner and the Manager immediately so the defect may be verified and corrected prior to performing any work that might be impacted by the defect.
9. Subcontractors must provide their own carts.
10. The use of radios will not be permitted in any area outside of the unit.
11. Contractors are not to tamper with or hang anything from any of the fire sprinkler heads.
12. Unit smoke alarms are to be left in place. They must be properly protected during the interior finish work that generates heavy airborne particles, i.e. sanding and painting.
13. Contractors must notify the Manager at least 24 hours in advance if the removal or the delivery of any construction material requires the extended use of the elevator on a specific day. Elevators are not to be stopped for extended periods of time. Any damage to elevators must be immediately reported to the Manager.
14. Contractors must provide floor protection for walkway areas and elevators.
15. Contractors must notify the Manager at least 24 hours in advance to schedule the use of a crane and the date must be confirmed for a time when association staff or management are on-site.

IV. Sound abatement

1. Any Unit owner wishing to install hard surface flooring materials (i.e. tile, marble, wood, etc.) above the first floor, must use only the Association approved sound abatement material. The Association Manager or Consultant must inspect this material prior to installation of hard surface flooring material. The Manager will provide decorators, contractors, and subcontractors with detailed information regarding the required sound abatement material.
2. Subflooring is to be glued to the concrete. Penetrations in the concrete floor, for the purpose of attaching subflooring, are prohibited without prior written approval by the Association. ***The Board of Directors, at the expense of the owner, may require a formal review by the Association construction consultant or a structural engineer.***

V. Floor and Ceiling Penetrations

1. Floor and ceiling penetrations are strongly discouraged. Any proposal to penetrate the concrete of any kind must be specified to the Association in advance of commencement of construction. The Board of Directors may require a formal review by the Association approved structural engineer, with expenses to be borne by the Owner.
2. The Owner and Contractor acknowledge that specific measures such as X-rays of the slab may be needed to verify that any penetrating connectors and fasteners do not interfere with

reinforcing steel, piping, conduit or other service items embedded in concrete elements of the building structure.

VI. Hurricane Shutters - Any Unit owner wishing to install hurricane shutters must follow the Association approved specifications. The Manager will provide the owner with detailed information regarding the required hurricane shutter standards.

VII. Windows - Any Unit owner wishing to install replacement windows must follow the Association approved specifications. The Manager will provide the owner with detailed information regarding the required window standards.

VIII. Exemptions - All renovations require Association review and approval except for:

1. Painting
2. Carpeting
3. Replacement of appliances in the same location within the unit
4. Emergency repairs, however owners must call the Manager prior commencement of restoration work
5. Minor repairs to electrical and plumbing fixtures
6. Other projects requiring only a day or two to complete may be exempt subject to approval by the Association

Insurance Requirements

1. No work shall commence until the Contractor has provided in writing the following insurance certificates with the minimum limits indicated. Such written documents shall be signed and endorsed by the insurance agent responsible for maintaining the applicable coverage and submitted to the Manager.

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
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	\$500,000
Automobile Liability	\$300,000

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

3. Each required insurance policy shall name Park Shore Landings Condominium Association, Inc. as an ADDITIONAL NAMED INSURED for the duration of the project and associated construction activity.