

**THE STRATFORD AT
PELICAN BAY
CONDOMINIUM
ASSOCIATION, INC.**

**Remodeling, Renovating,
Altering, Repairing and
Moving**

**APPLICATION & RULES
FOR OWNERS,
CONTRACTORS,
MOVERS**

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NAPLES, FL 34108
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The Resolution was Adopted by the Board of Directors by unanimous vote on October 4, 2006 and Amended on February 8, 2012.

THE STRATFORD AT PELICAN BAY CONDOMINIUM ASSOCIATION

Unit Renovation – The Process

The Association encourages its Members to renovate and upgrade their Units, while protecting investments in our Common Areas and the living environment for all our residents. Work rules have been developed and approved by the Board to achieve these objectives.

The Association requires:

- **A \$1,000 renovation deposit** from the Owner to cover a \$300 administration fee to 1) process the application, 2) conduct a pre-construction meeting with the unit owner and contractor(s) to review work rules and rules violation fines, 3) conduct daily hallway inspections, 4) inspect for compliance with Association material specifications related to floor noise suppression, water barriers, exterior door and window colors and placements. Deposit also applies to additional Association incurred costs incurred for cleaning of common area, damage repairs and rule violation fines. The remaining balance of the deposit will be returned within 30 days after the construction is completed and the contractor is off-premise. *A smaller deposit may be allowed for low risk projects requiring less than 30 days, if the particular work scope indicates a much lower risk of damages and cleaning costs related to common areas. The deposit amount is in the sole discretion of the Association President, after consultation with the Association Manager.*
- **A Unit Alteration Request Application** must be fully filled out, with required attachments (full scope of work and drawing(s), so that the Association is assured, for liability purposes, that the contractor(s) are properly licensed and insured and proper permits obtained for certain work. Work scope allows determination of impact on other residence.
- **Pre-construction meeting** is required with the Owner and Contractor(s) to review the Associations Work Rules and to determine the required carpet and floor covering and the cost for rule violations. A **Unit Renovation Agreement** will be signed by the parties acknowledging their intent to conduct the project work within the work rules and the cost of rules violations.

After signing the **Unit Renovation Agreement** at the conclusion of the pre-construction meeting, a **Notice to Proceed** will be issued to the owner and contractor(s) and work will be allowed to commence. In the case of any rule violations, the owner and contractor will be provided a written **Notice of the Violation**. If work stoppage is required because of a 3rd work rule violation, work cannot proceed until a new **Notice to Proceed** is issued.

Please note, any renovation related to floor coverings, baths and/or showers, or exterior doors and windows require compliance with Association specifications, which are available from the office.

**THE STRATFORD AT PELICAN BAY CONDOMINIUM ASSOCIATION
UNIT ALTERATION REQUEST APPLICATION-REVISED 2/8/12**

In order to obtain approval for the renovation work requested in your Unit with the least amount of disruption to others in the building, you are required to furnish the following information:

DATE: _____ **NAME:** _____ **UNIT:** _____

A. **A DEPOSIT OF \$1,000.00** PAYABLE TO THE STRATFORD AT PELICAN BAY CONDOMINIUM ASSOCIATION MUST ACCOMPANY THIS ALTERATION REQUEST. THIS DEPOSIT WILL BE NETTED AGAINST FEES, INCURRED ASSOCIATION COSTS FOR CLEANING AND REPAIRS TO COMMON AREAS AND ANY FINES FOR WORK RULE VIOLATIONS. THE BALANCE WILL BE RETURNED WITHIN 30 DAYS AFTER COMPLETION OF YOUR RENOVATION. (SMALLER DEPOSIT FOR CERTAIN PROJECTS REQUIRING LESS THAN 30 DAYS – SOLE DISCRETION OF PRESIDENT)

B. **Drawings and Scope of Work Planned** - Any owner planning alterations or renovations to their unit must submit 1) a sketch or sketches (drawings) of the proposed project, 2) a written detailed scope of the work, as attachments to this application. The Board may require more detailed plans and specifications, prior to the pre-construction meeting, depending upon the nature of the alteration.

C. **List primary Contractor(s) and/or general contractor information below:**

Contractor	Phone	Contact Name	License #	Business License #

D. **Attach copies of general liability insurance** of at least \$1,000,000, showing endorsement **naming The Stratford at Pelican Bay Condominium Association, Inc.** and the **Unit Owner** as additional named insured,

E. Attach a copy of Certificate of Worker’s Compensation Insurance for the primary contractor and/or all major subcontractors.

F. Planned starting date: _____

Expected completion date: _____

G. The Association requires specified material be used for the following renovation items (Specifications available from office):

1. Floor coverings and sound proofing materials.
2. Windows and sliding doors – exterior colors and locations.
3. Shower pan membrane (to protect water issues)
4. Protection of hallway carpeting and flooring.

H. All work must comply with 1) the work rule provisions of the Association’s Restated and Amended Declaration of Condominium and By-Laws as recorded on March 29th, 2002 and it’s Rules and Regulations dated December 9th, 2014, the October 4th, 2006 Board of Directors Resolution regarding Remodeling, Renovations, Alterations and Repairs and the revised Amendment on February 8, 2012 (See other items in this Unit Renovation package). 2) Florida and Collier County Ordinances.

I. Owner and Contractor(s) will be provided a **Notice to Proceed** that will confirm that the applied for unit renovation project has been approved by the Association and is authorized to proceed with the defined scope of work.

J. **A Notice of Rule Violation** will be delivered to both the Owner and Contractor upon a violation. All parties are aware that multiple violations will lead to both fines and work stoppage of the project, until a meeting is conducted with the Association President and he is convinced that no further violation will occur. *It is recommended that the Owner include a provision in his Renovation contracts that "any fines, cleaning and repair costs incurred by the owner will be deducted from the contractor’s last payment".*

While the Association’s Manager may inspect the work in progress from time to time, the Association is not a General Contractor and has no responsibility for the Unit Renovation. It is the Owner’s responsibility to ascertain that the alterations or renovations are conducted and completed to the Owner’s satisfaction and in accordance with the approved plans and specifications.

Unit Owner Signature

Date

Approved By:

For the Board of Directors

Date

\$1,000 Damage Deposit Received

Date

Check Number

The Stratford at Pelican Bay Condominium Association, Inc.
Unit Renovation Agreement
Property Work Rules

A **Notice to Proceed** must be issued to the Owner prior to commencement of any remodeling or renovation of a unit. A **Notice to Proceed** is also required prior to commencement of any alteration (except painting or wall papering) or non-emergency repair that may not be completed within two working days.

Unit Alteration Request Application must include a full description of the planned work, copy of any plans or specifications for the work, identity of the contractor or contractors, copy of any contract or proposed contract for the work, appropriate license, insurance, intended job starting and completion dates, and must be accompanied by \$1,000 deposit (smaller deposit for small projects requiring less than 30 days, at sole discretion of President). Any plans for moving or removing walls, windows or sliding glass doors will be reviewed at the Owners expense by an architect or structural engineer selected by the board.

The following requirements will be strictly enforced by the Stratford Condominium Association:

- The uniform appearance and structural integrity of the building exterior must be maintained and approved by the Association consistent with Stratford standards.
- New hard surface flooring may be installed only over approved soundproofing material and showers and bath walls must utilize approved materials to assure water sealant, to protect neighboring units.
- New unit entrance doors must conform to the standard design adopted by the Board.

It is understood that non-compliance to these requirements will result in required demolition of said work and re-construction that meets compliance, at the Owner's cost.

The Board's review of an application will also consider the need for use of the building facilities, including access to the service dock and service elevator and attention of building staff, by persons in residence as well as by other jobs in progress or previously approved. The Board may require rescheduling of an otherwise approvable project if it believes the proposed scheduling would result in excessive demand for those facilities that would cause undue inconvenience to persons in residence or undue interference with other jobs in progress or previously approved. All approvals of applications are conditioned upon compliance with the requirements of the following section titled "Contractors, Painters, Plumbers, Other Building Trades and Movers".

Contractors, Painters, Plumbers, Other Building Trades, Movers

This section applies to contractors and building trades, including painters, and movers working on The Stratford premises. It also makes clear the responsibility of the Unit Owners who engage, or whose lessees or other occupants of their units engage, contractors, including but not limited to, painters, plumbers, tile installers and movers.

Unit Owners are responsible to the Association and other Owners for the conduct on Stratford premises of persons and firms they engage or who are engaged by their lessees or other occupants of their units. This responsibility includes ensuring that all persons engaged to work in their units are aware of and committed to comply with the applicable Association work rules. This responsibility also includes the proper common areas protection of elevator lobby floors, carpeting and walls plus the cost of cleaning up and removing any materials, equipment or trash on a daily basis and the cost of repairing any common area damages and any required cleaning of carpets, tile, elevators and service garage area during and after the renovation work.

All contractors, subcontractors and building trades working on Stratford premises must be currently licensed as required by the State and County and must carry public liability insurance with limits of at least \$1,000,000 which provides that The Stratford at Pelican Bay Condominium Association, Inc. is an additional named insured. Contractors must also carry workers compensation coverage (unless the job is performed entirely by a single self-employed person).

The following building work rules apply to all contractors, subcontractors, building trades and movers and their successors, working on Stratford premises, including but not limited to painters and tile installers:

- **Pre-construction Meeting.** *Before issuing a Notice to Proceed for any job* other than a repair or handyman project that will be completed within two working days, the contractor or project manager must meet with the Stratford Manager, *together with the Owner*, to review building work rules and to provide a certificate or other evidence of the required insurance and of any required county permits, to review and sign an acknowledgement to comply with this agreement, the work rules stated herein, and to discuss the job to be performed and answer any questions or anticipated problems.
- **Work Hours.** Workers may enter the building no earlier than 8 am and must exit no later than 4:30 pm, Monday through Friday. Hammering, sawing or other activities that may generate noise to other apartments should not commence before 9 am. Painting and paperhanging may be requested to also be performed between 9 am and 4:00 pm on **Saturdays, provided the unit Owner or lessee is present**, and the Stratford manager has approved the request, in writing, by close of business on the previous Thursday. Exceptions to this rule require the Manager's written approval in advance.

- **Building Entry and Exit.** Contractors, subcontractors, other building trades and movers must enter and leave the building only through the service dock and *must sign in at the Office upon arrival and sign out upon departure.*
- **Keys.** The Manager will admit workers to a unit in the absence of the Owner or occupant *only upon written instructions from the Owner or occupant.* Keys to the unit must be returned to the Manager at the end of each day upon sign out, and *persons engaged to work in the unit are not permitted to have custody even temporarily of FOBs or other devices for entry into the building.*
- **Elevator and Service Bay.** Contractors, subcontractors, other building trades and movers should enter and exit through the service bay and use the service elevator. The service elevator door may not be held open by blocking the door. Materials to be transported should be arranged to enable expeditious loading. **Use of the Passenger Elevators by contractors to transport personnel, tools or materials is strictly prohibited.** Vehicles should not be parked in the service bay except as necessary for loading and unloading. After unloading the vehicle must be immediately moved to a parking position. Contractors, subcontractors, other building trades and movers should schedule and arrange their use of the bay and elevator in a way that minimizes possible elevator inconvenience to other workers and residents who may also need the use of those facilities.
- **Common Areas.** Contractors, subcontractors, other building trades and movers **must provide appropriate floor protection**, as approved in writing by the manager, to prevent damage to the hallways, elevator lobby, elevator, dock and other common areas of the condominium and must maintain those areas clean and free of debris and equipment / materials at all times. Contractors whose jobs generate trash should arrange their own trash removal. Use of Building dumpsters are strictly prohibited.
- **Work Rule Violations.** In the event of breach of the agreement to comply with the work rules, the Manager will first discuss the breach with the contractor or other person in charge of the job and will also advise the Unit Owner or occupant of the unit, by issuing a **Notice of Rule Violation**. In the event of a second breach, the Owner or occupant of the Unit will incur a fine (not less than \$100) netted against the Owner's deposit and a third rule violation will result in a fine (not less than \$200) netted against the Owner's deposit *and the renovation job will be shut down.* In the event of a third breach, the contractor and all persons working on the job will be escorted from the Association property and denied future access to the building by the Manager or Association President. A new **Notice to Proceed** will be issued *only after a meeting with the Owner, Contractor and Association President* whereby the President, in consultation with the Manager, is satisfied that there will be no further violation of work rules.

- **History of Noncompliance.** The Board reserves the right to prohibit access to the building of any contractor, subcontractor or other building trade that the Board determines has established a history of substantial Stratford work rule violations, as stated above.

This document is an Agreement between the Stratford Condominium Association and the undersigned Contractor and the Unit Owner of **Unit**_____. The undersigned Contractor, by his signature agrees that his Company and its subcontractors commit to comply with the Stratford’s work rules described in this agreement. The Unit Owner agrees that they are responsible for overseeing their Contractor(s) abide by this Agreement and is also responsible for all damages the contractor(s) cause to the common area and fines levied for abuse of work rules.

Contractor_____

Company_____

Stratford Manager:_____

Date of Preconstruction Meeting_____

Unit Owner_____

**The Stratford at Pelican Bay
Notice to Proceed**

This document is a Notice to Proceed, authorizing the Member named below to have his contractor(s) commence the renovation work, as of today in Unit _____, limited to the contractor(s) and work scope identified in the Members Application for renovation.

It is understood that if the renovation work is not completed on or before _____
_____ (date), the contractor or Member must provide the Association Manager with a revised completion date.

Issued to: _____ (Member)

Date: _____

Signed: _____ (Manager, The Stratford)

The Stratford at Pelican Bay
Notice of Rule Violation

To: _____, Member Unit: _____
_____, Contractor(s)

Date: _____

This serves as a formal notice that today your Contractor(s) were found to be in violation of the following Stratford work rule:

This is your _____ violation. As you acknowledged, during the pre-construction meeting, 1st violation results in a warning, 2nd violation in a fine, not less than \$100 and 3rd in a work stoppage and a fine, not less than \$200.

If this is the 3rd violation your Contractor(s) will not be allowed access into the building until a meeting takes place between the Member (Unit Owner), the Contractor(s) and the Association President and that a new **Notice to Proceed** will not be issued until the President, in his sole discretion, is confident that the Contractor(s) fully intend to abide by the work rules for the balance of the construction project. *The Member understands that the fines will be withheld from his renovation deposit.*

Signed: _____, Stratford Manager