

The Stratford at Pelican Bay

STRATFORD UNIT ALTERATION STANDARDS AND PROCEDURES

General Information

Each unit is bound by the unfinished inner surfaces of exterior walls, floors, ceilings, windows and doors. Unit owners are responsible for obtaining and posting required Colliers County construction permits.

Nothing shall be done in any Unit or on other Condominium property which will structurally change the building or adversely affect its integrity. The building was constructed in accordance with the Southern Standard Building Code as applicable in 1982.

All incidental damage caused to original construction in a unit or limited common elements by work performed or ordered to be performed by the Association shall be promptly repaired by and at the expense of the Association, which shall restore the property as nearly as practical to its condition before the damage, and the cost shall be a common expense. However, the Association shall not be responsible for such incidental damage to upgrades, installations or alterations made by the Unit Owner, including upgrades that were made by the Developer at a Unit Owner's or prospective purchaser's request.

Only contractors with proper licenses and insurance may be used by Owners or tenants to do work for which County Codes require licensed technicians. Check with Manager if in doubt.

No material changes, alterations, or additions are to be made to the interior or exterior of a unit, or to any of the common elements, without acceptable detailed application, a \$1,000 deposit and written approval, signed by the President (if consistent with alteration standards and procedures). Exception requests require written approval of the Board and may be granted at the Board's discretion. A document addressing Stratford alterations standards and procedures in detail should be obtained from the Stratford Office and provided to the Owner's contractor.

Before the start of construction a pre-construction meeting will take place where a Contractor Agreement will be reviewed and signed by the Association, Owner and Contractor. The Agreement will include work rules in the Stratford including: 1) Work hours between 8am and 4:30pm, Monday thru Friday. 2) No weekends or holidays, without specific advance approval by the Manager, 3) Each Owner is responsible for ensuring that his or her agents provide acceptable floor protection (carpet and tile) and clean up and remove their materials and debris. Escalating fines will be levied against the Owner's deposit for work rule violations as follows: the 1st violation; a warning; the 2nd violation; \$100.00 fine; 3rd violation; \$200.00 fine. The Contractor will not be allowed in the building after the 3rd occurrence, until satisfactory meeting is held with Owner, Contractor, and Manager.

Each Owner is responsible for assuring that movers, contractors, agents and service personnel do not soil or damage any common area surface, including walls, carpeting or any floor covering. The Owner will be responsible for any cleaning or damage to such common areas occurring during such operations, together with cost of disposing any demolition materials and construction materials.

Nothing shall be done or kept in any Unit, or on other Condominium Property, which would impair or increase the cost of the insurance coverage on the building.

Outside

The following are prohibited on the lanai:

any item that might be blown off the lanai in a strong wind;

any item that detracts from the appearance of the building; such as clothes lines, wiring, lights, fans, pictures and signs.

Unit Owners may not cause or permit the installation of anything on the exterior of the building or anything that protrudes from the outside of the windows, including air conditioners.

Unit Owners may remove sliding doors to the lanai, if the lanai is enclosed in a manner that meets the building code for hurricanes in effect at the time of such removal.

Unit Owners may replace the windows, sliders, screens and doors (but not the front door of the Unit) if the specifications, appearance and color of the replacements are approved in advance by the Board of Directors.

Unit Owners may install glazed ceramic floor tile with waterproofed grout on lanais. The underlying concrete structure must be sealed by applying a waterproofing product prior to the installation of tile and must be so sealed again prior to replacement of tile. Owners may not install carpeting or river rock in the exposed floor areas without written approval by the Board of Directors. Printed guidelines are available from the Manager.

Unit Owners may install storm shutters on the lanai directly adjacent to the doors. Owners may install storm shutters inside the screened lanais and outside the sliders of their units. Storm shutters must be of a color and design approved by the Board of Directors. Printed guidelines are available from the Manager.

Unit owners may touch-up or repaint the exterior walls adjacent to the lanai with paint of a texture and color consistent with those adjacent walls. Owners may refinish the interior of the screened or enclosed lanai in approved colors.

Inside

Unit Owners may install floor carpets, as long as such carpets are installed in a manner that provides approved soundproofing.

Unit Owners may install or replace floor tile or other hard floor covering provided it is installed over cork at least ¼ inch thick or an equivalent soundproofing base such as Proflex 270 or highest quality available at time of construction. The new flooring shall not be installed until the Manager has inspected and approved the soundproofing base.

Unit Owners may paint or wallpaper all interior surfaces of walls and ceilings.

Unit Owners may remove, add or relocate non-structural drywall partitions, interior doors and folding closet doors, if the plans for such removal, addition or relocation are approved in advance by the Board of Directors as provided above. Owners may not cut, groove, or penetrate concrete columns, concrete block walls, floor/ceiling concrete slabs or steel structures.

Unit Owners may install new window treatments such as blinds, draperies and curtains of any design or material, provided the exterior side is white or off white color, or lined with white or off white material.

Unit Owners may install built-in appliances, kitchen counters, sinks, toilets and tubs.

Unit Owners may replace Unit A/C systems and water heaters, provided such replacement does not affect any piping or electrical equipment owned by the Association.

Unit Owners may install fans, chandeliers and light fixtures (up to 40 pounds of weight) supported on terminal boxes mounted on the ceiling slab but may not cut or groove the slab for additional boxes.

Unit Owners may install lightweight acoustic tile, drywall or suspended ceilings under the concrete ceiling slab.

Unit Owners may install closet organizer partitions, shelves, drawers and cabinets.

Unit Owners may not change or relocate the fire protection system, except for replacement of sprinkler heads with a type approved by the Board of Directors and installed by a Certified Fire Sprinkler Technician.

Unit Owners may install additional electrical, telephone and cable TV outlets, provided such work is done in accordance with the Collier County Codes and without affecting the Association's cable and conduits. No cutting or penetration of concrete structures or block walls are permitted.

Any Unit Owner who wants the Manager's Office to give a Service Provider access to their Unit must provide the Manager's Office with a written or e-mailed permission for the Manager's Office to allow the Service Provider to enter the Unit. In doing so the Unit Owner shall hold harmless the Association and its directors, officers and employees for any act of failure to act by the Association, its directors, officers and employees and any of the persons the Unit Owner has given permission to enter their Unit. The Association and the Manager's Office will not supervise service personnel.

Unit Renovations are restricted during season. ***No unit renovations are permitted from November 1st through April 30th of the following year.*** Further, the management is instructed to manage any scheduled renovation in a manner that is least disruptive to residence, while not negatively impacting the completion schedule of the renovations.

The Board reserves the right to review and approve a maximum two week time extension beyond November 1st for "hardship" cases submitted in writing, by an Owner, attempting to complete a unit alteration project.

Unit repairs will be allowed, as required and the Manager may allow "soft" renovations such as painting, carpet replacement or appliance replacement at his/her discretion, during the restricted period, if it will not be disruptive to residents.