

Marina San Pablo Condominium Association, Inc.,

A Florida Not-for Profit Corporation (the Association)

C/O Sovereign & Jacobs -- 461 A1A Beach Boulevard -- St. Augustine, FL 32080

Architecture Review Board Checklist and Homeowner Acknowledgement

Dear Homeowner: _____

Your application for renovation has been approved and is contingent upon you and your contractor(s)' acceptance of these property protections. Scope changes may require additional approvals. Please acknowledge same by initialing each item below. **Your project may begin only after all pre-construction requirements have been met and this acknowledgement is completed and returned to the Association.**

Construction and Renovation Requirement			
P Mgr	Date	N/A	Pre-Construction Checklist
			Homeowner has paid the ARB Application Review Processing Fee.
			Contractor has provided an agent or company-issued Certificate of Insurance as proof of liability insurance where MSP Condo Association is shown as an additional insured or certificate holder.
			Contractor has provided the Association with evidence of Worker's Compensation Insurance to cover all employees performing services on site.
			Contractor has provided the Association with Legal Business Name and Active License
			The owner has submitted a drawing of the proposed project.
			The owner has provided copies of permits: Electrical ___; Plumbing ___; Other _____
			The owner paid a refundable deposit of up to \$3,000 before the start of the project. \$100 may be deducted for each and any violation of the construction requirements.

Cntr 1	Cntr 2	Owner	During Construction Acknowledgement
			Construction hours are from 8 a.m. to 4 p.m. Monday through Friday.
			Deliver all project materials through the P2 garage only.
			Contact the Property Manager to arrange to have the elevator padded for the duration of the construction/renovation period. A \$250.00 use fee may be assessed
			Place a 'Sticky pad' in the hallway outside of the unit entry door to collect dust, spills, and protect hallways.
			Provide sound barrier underlayment under wood floors, tile and laminate flooring***
			There will be no cutting into the concrete slab or exterior building surfaces***
			Remove all debris and trash from the property by end of the work day each day. MSP dumpsters are not available for construction/renovation refuse. Contractors are responsible for removing all debris in their vehicles.
			Carry all trash, paint cans, construction refuse down to the contractor vehicles. MSP trash chutes will not accommodate the weight of construction debris.
			Clean all paint brushes, tools, off-site or in contractor vehicle; do not use MSP drains for rinsing/cleaning.
			The Property Manager will complete project inspections. Initial and date: _____ before commencement; _____ at mid-point; _____ at completion.
			Construction project should be completed within 90 days. Advise of PM of delays.

Owner Signature: _____ Unit: _____ Date: _____

***In Accordance with the Association Declarations, By-laws and Rules.