

Notices for Contractor and Service Personnel

A successful renovation project depends on the establishment and maintenance of good working relationships between the owner, the neighbors, the property manager, the contractors and the Duval county building inspectors and any other stakeholders of the Association.

The Association prepared this notice to advise you of the following controls to achieve a successful project. We are confident that as a contractor you will be able to advise the owner in planning their project and assist with elements like drawings, pulling permits, etc. Thank you in advance for your compliance and cooperation.

Unit owners are responsible for providing and reviewing these controls with each of their respective contractors and ensuring that they perform services in compliance with them, prior to beginning construction and throughout the period of the project.

Association Construction Project Controls

Pre-Construction

- Notify Property Manager of proposed renovation project, secure application and guidance; pay fees and deposits.
- Secure BOD Approval for renovation project
- Hire Licensed Florida Contractors
- Complete Application for ARB review inclusive of attachments:
 - project drawing
 - electrical and plumbing permits
 - proof of contractor liability and worker's Comp Insurance via certificate of insurance issued by the agent or carrier
- Refundable deposit has been paid; penalties deducted for non-compliance

During Construction

- Construction hours 8-4, Monday through Friday; no weekends or holidays.
- Sticky pads required to control dust and protect floors.
- Owner or hired supervisor must be present to oversee and direct the project.
- Extreme care and dust protection must be taken when cutting any material that produces excess dust anywhere within the condominium. Smoke detectors must be covered prior to any tile cutting or other action that may produce large amounts of dust to prevent activation of the fire alarm system.
- Common area floors are to be protected and cleaned daily.
- Loud music that may disturb neighbors is not allowed.
- Common area dumpsters may not be used for construction debris.
- All construction projects must be completed within 90 days of commencement. Advise property manager of any delays.

Dated: _____

Acknowledged by Homeowner:

Signature: _____

Unit #: _____